

Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
LOCATION FOR THIS MEETING ONLY
Karl J. Jacobs Center for Science and Math (JCSM), Room 2106
5:15 p.m. Tuesday, November 15, 2022

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by a Means Other Than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. Review of Minutes:** Committee of the Whole October 11, 2022
- G. General Presentations**
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
 - 1. Enrollment Update
 - 2. Fall 2022 Student Profile
 - 3. Rock Valley College Strategic Plan Update
 - 4. Academic Calendar 2024-2025
- I. Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow**
 - 1. Fiscal Year 2022 Financial Audit Report
 - 2. Purchase Reports (A and B)
 - 3. Cash and Investment Report
 - 4. Summary of Fiscal Year 2023 Estimated Revenues by Source
 - 5. 2022 Tax Levy and Certify Compliance
- J. Operations Discussion: Board Liaison Trustee Kearney**
 - 1. 2021 Campus Safety and Security Report (Clery Act Report)
 - 2. Personnel Report
 - 3. College Closure December 27, 28, 29, 2022
 - 4. Rock Valley College Foundation Memorandum of Understanding Update
 - 5. Rock Valley College Foundation Fundraising Agreement – Athletics
 - 6. Board Policy 3:10.030 Access to Personnel Files
 - 7. Board Policy 3:30.150 Bereavement Leave
 - 8. Repeal Board Policy 4:10.180 Communicable Disease, Students – First Reading
 - 9. Rock Valley College Events Calendar
- K. Other Business:**
 - 1. New Business
 - 2. Unfinished Business
- L. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act.
- M. Reconvene Open Session**
- N. Next Regular Board of Trustees meeting:** December 13, 2022, at 5:15 p.m.; Meeting will be held in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus. NOTE: A Board of Trustees Regular meeting will not be held in November 2022.
- O. Next Committee of the Whole meeting:** January 10, 2023, at 5:15 p.m.; Meeting will be held in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus. NOTE: A Board of Trustees Committee of the Whole meeting will not be held in December 2022.
- P. Adjourn**

Jarid Funderburg, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114**

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, October 11, 2022
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:25 p.m. by Chairperson Jarid Funderburg. Trustee Funderburg named Ms. Lynn Kearney as Secretary Pro Tem for the October 11, 2022, Board of Trustees Committee of the Whole meeting.

Roll Call

The following members of the Board of Trustees were present at roll call:

Mr. Jarid Funderburg	Ms. Crystal Soltow joined at 6:39 p.m.
Mr. Paul Gorski	Mr. John Nelson
Ms. Lynn Kearney	Mr. Ryan Russell, Student Trustee

The following Trustees were absent at roll call: Mr. Robert Trojan and Ms. Gloria Cudia.

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Mr. Rick Jenks, Vice President of Operations; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Interim Assistant to the President; Ms. Tracy Luethje, Administrative Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by a Means Other Than Physical Presence

Trustee Funderburg made a motion, seconded by Trustee Kearney to allow Trustee Crystal Soltow to attend the October 11, 2022, Board of Trustees Committee of the Whole meeting by means other than physical presence. The motion was approved by a unanimous roll call vote.

Communications and Petitions

Mr. Mark Smith requested to speak during the public comments regarding RVC promoting Critical Race Theory.

Recognition of Visitors

Dr. Howard Spearman stated that Mr. David Sloan would present the Digital Accessibility, Findings, and Recommendations. Ms. Lori Schneider and Ms. Margaret Kaiser Ferguson from OSF Healthcare will give the RVCare Wellness Center Update.

Review of Minutes

There were no comments on the minutes from the September 13, 2022, Board of Trustees Committee of the Whole meeting.

General Presentations

1. Digital Accessibility – Findings and Recommendations

Mr. David Sloan, UX practice manager of TPGi, presented the Digital Accessibility presentation and TPGi's findings and recommendations. Mr. Sloan provided a summary of TPGi's approach, what was discovered regarding RVC's website, and what recommendations TPGi suggests to the RVC Board of Trustees. Discussion ensued.

2. RVCare Wellness Center Update

Ms. Lori Schneider introduced Ms. Margaret Kaiser Ferguson, RVCare's new physician's assistant. Ms. Schneider discussed RVCare's historical data on office and immunization visits over the last two years. Ms. Schneider stated that this was RVCare's fifth anniversary since the clinic opened in November 2017. Ms. Schneider then discussed the year-to-date cost avoidance and suggestions for increasing the clinic's utilization. Ms. Schneider's recommendations were to reignite the monthly meetings with RVC leadership and OSF leadership and marketing, to promote Tele-Visits by incorporating patient testimonials, and to promote Ms. Kaiser Ferguson throughout the campus and department meetings. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Update. Ms. Snider explained that the PATH program is to create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the healthcare industry. The PATH program will address the shortage of workers in the healthcare industry due to the COVID-19 pandemic. Ms. Schneider discussed RVC's implementation plan, which focuses on four areas, recruitment, retention, readiness for employment, and capacity-building. Ms. Schneider stated that RVC was awarded \$469,542 for FY2023, and RVC's goal is to have 256 completers. Discussion ensued.

Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow

1. Purchase Reports

Ms. Ellen Olson, vice president of finance, presented the purchase reports.

Purchase Report A – FY 2023 Amendments:

A. Contractual Services – (Consultant Services – Professional/Technical: Operations)			
1. OPN Architects	Madison, WI	\$ 240,880.00 (1)*	Not to Exceed
B. Services – (Telecommunications: IT Telecommunications)			
2. Northern Illinois University	DeKalb, IL	\$ 1,240.00 (2)*	

Trustee Crystal Soltow joined the Board of Trustees Committee of the Whole meeting via telephone at 6:39 p.m.

Purchase Report B – FY 2023 Purchases:

A. Equipment – (Instructional Equipment: Music)			
1. Randee's Music Center	Rockford, IL	\$ 11,210.00 (1)*	

B. Contractual Services – (Other Contractual Services: Athletics)			
2.	Forest Hills Country Club	Rockford, IL	\$ 10,882.00 (2)*
C. Concert Revenue – (Other Contractual Services – Rockford Symphony)			
3.	Rockford Symphony Orchestra	Rockford, IL	\$ 13,431.00 (3)*
D. Software – (Maintenance Services Software Support: IT Administration)			
4.	Servio Consulting	Frankfort, IL	\$ 58,000.00 (4)*
E. Equipment – (Instructional Supplies General: Perkins)			
5.	Air One Equipment, Inc.	South Elgin, IL	\$ 30,000.00 (5)*
F. Equipment – (Instructional Supplies General: Perkins)			
6.	Dinges Fire Company	Amboy, IL	\$ 20,000.00 (6)*
G. Contractual Services – (Participant Travel (Non-RVC): Upward Bound)			
7.	First Student	Belvidere, IL	\$ 15,540.00 (7)*
H. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))			
8.	TBD		\$ x.xx (8)*
I. Computer Equipment – (Higher Education Emergency Relief Fund Act (HEERF))			
9.	TBD		\$ x.xx (9)*
Discussion ensued on Purchase Report B.			

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through September 30, 2022. Total operating cash and investments are \$75,483,681. Total capital funds are \$19,659,183. Since August 31, 2022, the change in capital funds has been <\$696,314>. The change in the operating cash and investments since August 31, 2022, was \$2,873,858. Ms. Olson stated that the total operating cash and investment funds were 71.43% of the Fiscal Year 2023 operating budget. Discussion ensued.

3. First Quarter Vital Signs

Ms. Olson presented the First Quarter Vital Signs for Fiscal Year 2023. As of September 30, 2022, RVC was at 20.84% actual to budget. First-quarter operating expenses are at 13.50% of the budget. Payroll year-to-date is below budget, and healthcare costs are running slightly below budget. Discussion ensued.

4. Proposed 2022 Tax Levy and Setting the Date for the Truth-in-Taxation Hearing

Ms. Olson presented the Proposed 2022 Tax Levy and Setting a Date for the Truth-In-Taxation Hearing. Ms. Olson stated that the Board of Trustees approves the estimated taxes required for each year's upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and abated for the previous levy year by more than five percent, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days nor less than seven days prior to the Truth-in-Taxation Hearing.

Ms. Olson stated that the RVC Administration recommends the approval of \$22,692,453 estimated taxes necessary to be raised by taxation for 2022. The \$22,692.453 represents a 12.67% increase over the 2021 tax levy. To provide public disclosure, a hearing on the proposed 2022 Tax Levy under the Truth-in-Taxation law of the State of Illinois will be held on December 13, 2022, in the Educational Resource Center. Ms. Olson stated that the increased tax is for the Tort and Protection, Health, and Safety Funds. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for October 2022. There is one appointment and no departures.

2. Technology Assessment Update

Mr. Rick Jenks, vice president of operations, presented the RVC Technology Assessment Update. Mr. Jenks stated that the Burwood Group conducted a preliminary analysis of the Information Technology (IT) network. The system is 20 years old, performance is declining, and it will eventually fail. Implementation of a modernized infrastructure is needed while providing the foundation for improved IT services and performance by upgrading Hewlett Packard equipment. Bringing in the Burwood Group and upgrading the Hewlett Packard equipment will improve the internal and external wireless network, provide a scalable platform to better support long-term strategic initiatives, eliminate failing equipment, significantly improve RVC's security posture, and improve the reliability of the network. Mr. Jenks discussed the advantages of partnering with Burwood, the future design details, and the cost summary. Discussion ensued. (Note: Burwood IS the sole-sourced solution. The alternative would be RFP.)

3. Abused and Neglected Child Reporting Act Update Board Policy 2:10.030 – Second Reading

Mr. Handley presented the Abused and Neglected Child Reporting Act update. Mr. Handley stated that RVC has an existing Board Policy 2:10.030 for Abused and Neglected Child Reporting to comply with the Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/1 *et seq.*).

The current policy does not capture essential requirements contained in Article II of the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*), which stipulates that if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, that a mandated reporter must immediately report to the Department of Children and Family Services (DCFS). Furthermore, the current policy also does not specify expectations regarding attended and unattended minors on campus, regardless of whether or not the minor is officially enrolled in a program on campus. The revised policy captures the requirements of the JCA as well as expectations about unattended minors on campus.

The administration recommends approval of the revision of Board Policy 2:10.030 Abused and Neglected Child Reporting to expand the policy to include provisions outlined in the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*) and expectations related to minors on campus, and be renamed Abused and Neglected Child Reporting; Minors on Campus.

4. Criminal Background Investigation Update Board Policy 3:20.030 – Second Reading

Mr. Handley presented the Criminal Background Investigation update. Mr. Handley stated that RVC has an existing Board Policy 3:20.030 for criminal background investigations. The current Board Policy indicates that the Police Department is responsible for conducting the background investigation. RVC utilizes a third-party vendor that specializes in performing the searches. These firms have the technology to conduct the searches locally, nationally, and internationally (when appropriate). At present, only one member of the Police Department engages with the criminal background check vendor. The administration wishes to transfer this responsibility to the Human Resources department. Moving the responsibility to the Human Resources department will allow for fewer handoffs of information between Human Resources and the Police Department, greater control of the applicants' private information, and quicker turn-around time for background checks to be completed.

The administration recommends approval of the revision of Board Policy 3:20.030 so that Human Resources will oversee the completion of criminal background checks.

5. RVC College Events Calendar

Mr. Handley presented the RVC on-campus events calendar for October, November, and December 2022. Discussion ensued.

New Business / Unfinished Business

There was no new or unfinished business.

Adjourn to Closed Session

At 7:17 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:41 p.m., a motion was made by Trustee Funderburg, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on October 25, 2022, at 5:15 p.m. in-person in room 1300 in the Advanced Technology Center, 1400 Big Thunder Boulevard, Belvidere, IL. The location at the Advanced Technology Center is for this meeting only.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on November 15, 2022, at 5:15 p.m. in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 7:45 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Lynn Kearney, Secretary Pro tem

Jarid Funderburg, Chairperson

FY2023 Enrollment Update

Board of Trustees Committee of the Whole – November 15, 2022

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2022	FY2023	Change	% Change	FY2022	FY2023	Change	% Change	Budget	% to Budget
Summer II	1,968	1,942	-26	-1.32%	8,795.5	8,456	-339.5	-3.86%	9,000	94%
Fall	5,290	5,387	97	1.83%	51,144	50,829.5	-314.5	-0.61%	51,100	99%
Subtotal (Summer II + Fall)	7,258	7,329	71	0.98%	59,939.5	59,285.5	-654	-1.09%	60,100	99%
Winterim	281	314	33	11.74%	943	1,090	147	15.59%	900	121%
Spring	2,905	2,740	-165	-5.68	30,472	29,454	-1,018	-3.34%	45,000	66%
Subtotal (Summer II + Fall + Winterim + Spring)	10,444	10,383	-61	0.58%	91,354.5	89,829.5	-1,525	-1.67%	106,000	85%
Summer I	--	--	--	--	--	--	--	--	4,000	--
Total	--	--	--	--	--	--	--	--	110,000	--

Sources: FY2023 Summer II (Final 08/02/22); Fall, Winterim and Spring Enrollment Tickers (11/04/2022)

Important Dates:

- Fall 2022 census enrollment (14th Day) was August 29, 2022. Classes end December 3, 2022 and final exams are December 5-10, 2022.
- Winterim 2022 begins December 12, 2022.
- Spring 2023 classes begin January 14, 2023.

Student Profile

Arts, Sciences, & Career Education (ASCE) – 20233L

Office of Institutional Research & Effectiveness
Board of Trustees: Committee of the Whole Meeting

BACKGROUND

This report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at Rock Valley College (RVC) in the Fall 2022 term. The report is divided into two sections – a Quick Facts page and a Profile Summary. The Quick Facts page provides a visual brief of multiyear comparison and term data. The Profile Summary is designed to address the following questions in more detail:

1. Who is currently attending RVC?
2. Who are the students attending RVC for the first time (i.e., new RVC students)?
3. Who are the students taking college classes for the first time (i.e., first time students)?

Data to inform this Student Profile report are captured with compliance submissions made to the Illinois Community College Board (ICCB), specifically, A1 (Annual Enrollment) and E1 (14th Day Census Enrollment for Fall). Student profile data pull ASCE credit students from these more general submissions and are used to develop this Student Profile report.

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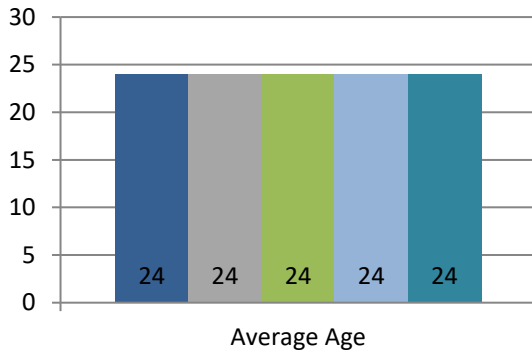
QUICK FACTS

Student Profile – Fall 2022 (20233L)

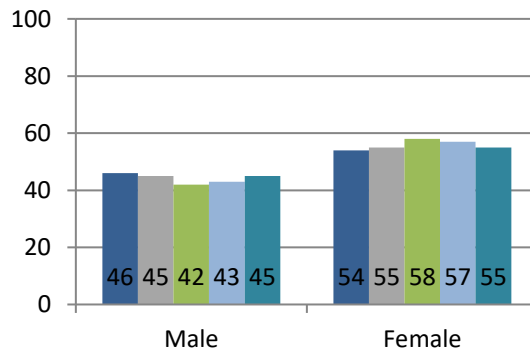
Multiyear Comparisons of Key Demographics

Unduplicated
Head Count **5,317**

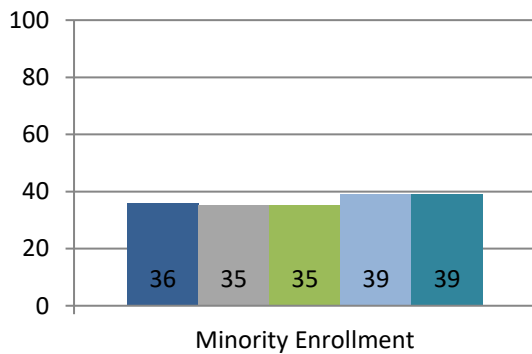
Average Student Age



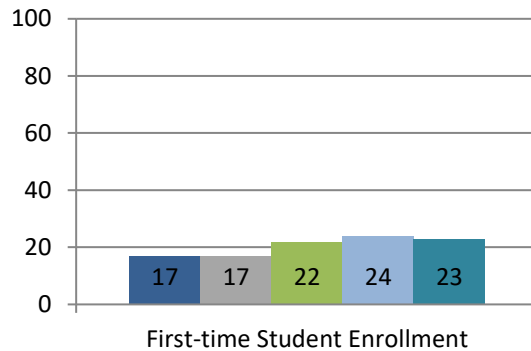
Gender
(% of population)



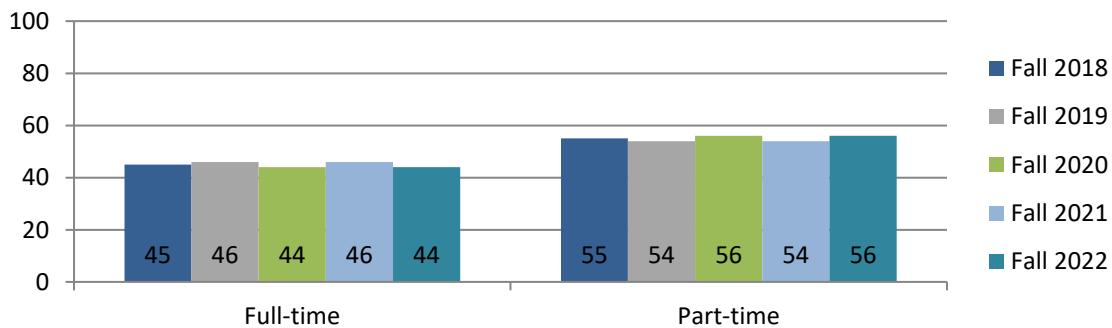
Minority Enrollment¹
(% of population)



First-time Student Enrollment²
(% of population)



Full-time/Part-time Student Enrollment³ (% of population)



PROFILE SUMMARY

¹ Minority enrollment includes students identifying themselves as belonging to two or more racial groups.

² Per ICCB definition, students are considered to be “first-time” if this is the first term in which 50% or more of their coursework is at the college level. This includes students who moved from remedial coursework to the college level.

³ Full-time students are those enrolled within a given term for 12 or more credit hours; part-time students are enrolled in less than 12 credit hours.

Current (Fall 2022) RVC Students

Table 1 summarizes the age, gender, and race/ethnicity composition of the overall group of students enrolled, new RVC students⁴, and first-time college-level students⁵. Highest degree previously earned, residency status, and primary curriculum also are included.

Data from Quick Facts and tables within this section indicate that the **majority** of students enrolled in Fall 2022 classes are:

- Traditional age,
- Female,
- White,
- In district,
- Enrolled in transfer programs, and
- Enrolled part time.

Table 1: Fall 2022 Student Demographics

	Full-time Students			Part-time Students			Total Headcount (% of Total)		
	Overall	New	1 st Time	Overall	New	1 st Time	Overall	New	1 st Time
Age									
Traditional (24/under)	2,035	812	735	1,902	412	365	3,937 (74.0)	1,224 (86.1)	1,100 (89.7)
Non-traditional (25+)	307	60	36	1,073	138	91	1,380 (26.0)	198 (13.9)	127 (10.4)
Gender									
Male	1,074	413	375	1,310	278	234	2,384 (44.8)	691 (48.6)	609 (49.6)
Female	1,268	459	396	1,665	272	222	2,933 (55.2)	731 (51.4)	618 (50.4)
Race/ Ethnicity									
Asian	101	39	34	93	*	*	194 (3.7)	49 (3.5)	42 (3.4)
American Indian or Alaska Native	*	*	*	*	*	*	(0.5)	(0.6)	(0.6)
Black or African American	154	78	71	312	91	69	466 (8.8)	169 (11.9)	140 (11.4)
Hispanic or Latino	557	228	198	730	161	145	1,287 (24.2)	389 (27.4)	343 (28.0)
Native Hawaiian or Other Pacific Islander	*	*	*	*	*	*	(0.1)	(0.1)	(0.2)
White	1,377	471	419	1,680	259	208	3,057 (57.5)	730 (51.3)	627 (51.1)
Non-resident Alien**	*	*	*	*	*	*	(0.2)	(0.1)	(0.1)
Two or more races	*	*	*	59	*	*	82 (1.5)	(0.8)	(0.7)
Unknown/Choose Not to Respond	100	40	37	86	*	*	186 (3.5)	63 (4.4)	58 (4.7)

⁴ New students include first time students in college-level work, new transfer students, and new pre-college students. Pre-college students have at least 50% of their coursework in Adult Basic Education, Adult Secondary Education, English as a Second Language, or remedial education.

⁵ First-time college-level students have not previously enrolled at a college or university with at least 50% of their coursework at the college level. This category includes students who have moved to college level from pre-college or general studies/vocational skills and is a subset of new students.

Table 1: Fall 2022 Student Demographics (continued)

	Full-time Students			Part-time Students			Total Headcount (% of Total)		
	Overall	New	1 st Time	Overall	New	1 st Time	Overall	New	1 st Time
Highest Level of Education									
College—Bachelor’s degree/More	2	*	*	44	*	*	46 (0.9)	* (*)	* (*)
College—Less than Bachelor’s degree	39	*	*	174	*	*	213 (4.0)	* (0.9)	* (0.9)
High School/GED	1,513	813	723	1,944	518	427	3,457 (65.0)	1,331 (93.6)	1,150 (93.7)
None	775	54	44	791	*	*	1,566 (29.5)	74 (5.2)	63 (5.13)
Other/Unknown	*	*	*	*	*	*	35 (0.7)	* (.3)	* (0.2)
Residency Status									
In-district***	2,220	812	731	2,812	500	419	5,032 (94.6)	1,312 (92.3)	1,150 (93.7)
Out-of-district****	48	30	*	148	49	36	196 (3.7)	79 (5.6)	61 (4.9)
Reciprocal Agreements and Chargebacks	74	30	*	*	*	*	89 (1.7)	31 (2.2)	* (1.3)
Primary Curriculum									
Arts & Sciences (Transfer)	1,871	687	614	2,236	441	348	4,197 (79.3)	1,128 (78.9)	962 (78.7)
Career Education	467	184	156	630	118	104	1,097 (20.7)	302 (21.1)	260 (21.3)

Source: Student Profile Application based on A1/E1 submissions to ICCB; Note: Percentages may not add to 100% due to rounding.
 *Groups with less than 30 members are not reported; **Students temporarily in the U.S. on a Visa; ***Includes out-of-district and out-of-state military students; ****Includes out-of-district, out-of-state, and foreign students whether or not they are employed within the RVC district.

Table 2 provides information about student class level. Most students (54.0%) are freshmen, having completed fewer than 30 semester hours and not currently enrolled in high school. Approximately one third of all students (32.0%) are sophomores, and 11.7% are concurrently enrolled in high school and college.

Table 2: Overall Enrollment by Student Level Classification

STUDENT LEVEL CLASSIFICATION	FULL-TIME	PART-TIME	OVERALL TOTAL	% OF TOTAL
High School	269	352	621	11.7
Freshmen	1,378	1,492	2,870	54.0
Sophomores	678	1,026	1,704	32.0
Unclassified ⁶	17	105	122	2.3
TOTAL	2,342	2,975	5,317	100.0

Source: Student Profile Application based on A1/E1 submissions to ICCB

Table 3 provides information about the enrollment status of the overall student group for Fall 2022 and the previous four fall terms. These data indicate that 59.4% of the students currently enrolled at the College are continuing or returning students and 26.7% are new to the college (first-time, transfer, or pre-college).

Table 3: Overall Enrollment by Enrollment Status

ENROLLMENT STATUS	TOTAL HEADCOUNT				
	2018	2019	2020	2021	2022
First time students in college-level work	1,040 (17.1)	992 (20.0)	1,182 (21.8)	1,241 (23.8)	1,227 (23.1)
New transfer students	214 (3.5)	197 (3.3)	78 (1.4)	170 (3.3)	172 (3.2)
New pre-college students	306 (5.0)	256 (4.3)	191 (3.5)	41 (0.8)	36 (0.4)
Continuing <i>(students enrolled at RVC in previous term)</i>	3,007 (49.5)	3,381 (55.4)	2,885 (53.2)	2,423 (46.4)	2,380 (44.8)
Returning <i>(students previously enrolled at RVC, but not in immediately preceding term)</i>	823 (13.5)	699 (8.6)	424 (7.8)	836 (16.0)	774 (14.6)
High school students <i>(includes dual credit and dual enrollment)</i>	363 (6.0)	337 (6.9)	400 (7.4)	360 (6.9)	621 (11.7)
Students with degree beyond associates	328 (5.4)	115 (1.5)	260 (4.8)	153 (2.9)	107 (2.0)
TOTAL	6,081	5,977	5,420	5,224	5,317

Source: Student Profile Application based on A1/E1 submissions to ICCB

New RVC Students

New students include first-time students in college level coursework, new transfer students, and new pre-college students. Data within this report indicate that the majority of new students are traditional age (86.1%), white (51.3%), enrolled in transfer programs (78.9%), and live in the RVC district (92.3%).

⁶ Students are “unclassified” by the ICCB if they do not meet minimum requirements for entrance as regular college-level students or they already have a Bachelor’s Degree or Associate Degree but are taking courses at the same level or lower.

First-time College-level Students

First-time college-level students are a subset of new students and may include students who have moved from the pre-college level to the college level. First-time student enrollment for the Fall 2022 term is 1,227. Data within this report indicate that most first-time students enrolled in Fall 2022 are traditional age (89.7%), white (51.1%), enrolled in transfer programs (78.7%), and live in the RVC district (93.7%). These students also tend to be enrolled full time (66.8%).

NEW STUDENT CATEGORIES

First-time student in college-level coursework

Has not previously enrolled in college-level classes with 50 percent or more of their coursework at the college level

New pre-college student

Has not previously enrolled at a college or university with 50 percent or more of their coursework below the college level

New Transfer Student

Attending RVC for the first time and has previously earned academic credit at another institution

Group Comparisons

Table 1 shows demographic characteristics of the overall group of students enrolled as compared to those of the new and first-time students within that overall group. These data provide the following comparisons:

- Overall, most students are enrolled part time (56.0%); however, new students and first-time students tend to be enrolled full time (61.3% and 62.8%, respectively).
- The majority of all three groups are traditional age. However, the percentage of traditional age students in the new student group (86.1%) and first-time student group (89.7%) are noticeably larger than that of the overall group (74.0%). Similarly, as indicated in Table 4, the average ages of students in the new student and first-time student groups are noticeably lower than that of the overall group.
- Overall, RVC enrolled more women (55.2%) than men (44.8%). The gap is narrower for new students (51.4% women and 48.6% men) and first-time students (50.4% women and 49.6% men).
- The first-time student group and new student group are more racially/ethnically diverse than the overall student group.
- The percentage of transfer degree program enrollments is nearly equal for all three groups.

Table 4: Multi-year Comparison of Average Age

	2018	2019	2020	2021	2022
Overall	23.9	23.2	23.9	23.8	23.5
New	20.4	19.8	21.1	21.2	21.2
First Time	19.1	19.2	20.4	20.6	20.6

Source: Student Profile Application based on A1/E1 submission to ICCB

Rock Valley College Strategic Plan Quarterly Update

Rock Valley College Board of Trustees Committee of the Whole
November 15, 2022

Presented by:

Heather Snider, Vice President of Institutional Effectiveness and Communications

RockValleyCollege.edu

Agenda

- Strategic Plan Review
- Scorecard: Progress Toward FY2023 Goals
- Divisional Success Story: Industry Partnerships and Community Engagement

Pillar I: Access

Provide district residents improved accessibility to college, training, and careers.

Strategic Goal 1: Provide district residents improved accessibility to credit programs and certificates.

Strategic Goal 2: Provide district residents improved accessibility to noncredit programs, certificates, and training.

Pillar II: Exceptional Educational Opportunities

Provide high-quality certificate, degree, and co-curricular programs to meet district/community and regional needs and improve student success.

Strategic Goal 1 (Academic Plan): Ensure high-quality and relevant certificate, degree, and co-curricular programs.

Strategic Goal 2: (Academic Plan; Strategic Enrollment Management Plan): Improve student readiness, academic success, and sense of belonging.

Pillar III: Exceptional Training Opportunities

Provide high-quality training and professional development to align to college, district/community, and regional needs and where employees and learners can make progress towards their educational and career goals.

Strategic Goal 1 (Workforce Development Plan): Increase the number of grants, scholarships, and endowments to support students enrolled in credit and noncredit programs that meet the regional workforce need for skilled employees.

Strategic Goal 2 (Professional Development Plan): Provide high-quality training and professional development to improve human performance and to bridge the gap between college needs and employees' educational and career goals.

Pillar IV: Diversity, Equity, and Inclusion (DEI)

Create and sustain a diverse, equitable, and inclusive campus that improves campus culture, promotes accountability for the campus DEI effort, and increases the cultural competence of all employees, learners, and other stakeholder groups.

Strategic Goal 1 (DEI Plan): Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners.

Strategic Goal 2 (DEI Plan): Close equity gaps so that students from diverse racial, gender, and socioeconomic backgrounds can access and achieve their academic and career goals.

Strategic Goal 3 (DEI Plan): Employ a culturally competent workforce that reflects student and community demographics.

Scorecard: Progress Toward FY2023 Goals

Enrollment/Growth					
Pillar	Strategic Goal	5 Year Target	FY2022 Outcomes	FY2023 Goal	Quarterly Update 11/15/2022
Access	I.1: Provide district residents improved accessibility to credit programs and certificates.	Sustain 110,000 credit hours annually through 2027.	FY22: 111,994.5	110,000 credit hours	Summer II and Fall goals were met. Winterim enrollment is ahead compared to last year. Spring enrollment is slightly behind compared to last year.
Access	I.2: Provide district residents improved accessibility to noncredit programs, certificates, and training.	Achieve 20,000 seats sold by 2027.	FY22: 10,767	12,517 seats sold	Based on the success of custom training, the College is on track to exceed this goal. Cabinet has identified a need for regular noncredit enrollment reports to monitor progress on a regular basis.

1 = Alert

2 = Area of Concern

3 = Met Goal

4 = Stretch Goal

5 = Super Stretch Goal

Scorecard: Progress Toward FY2023 Goals

Student Success/Retention/Graduation					
Pillar	Strategic Goal	5 Year Target	FY2022 Outcomes	FY2023 Goal	Quarterly Update 11/15/2022
Exceptional Educational Opportunities	II.2: Improve student readiness, academic success, and sense of belonging.	Improve on-time completion rate to 20% for first-time, full-time cohort by 2027.	FY22 = 14%	16%	On-time completion rate will be based on the Fall 2019, which had a lower retention rate than the previous cohort. Developmental education reform should positively impact future completion rates.
II. Exceptional Educational Opportunities	II.2: Improve student readiness, academic success, and sense of belonging.	Improve IPEDS outcome measures (certificate/degree completion, still enrolled, transfer-out) to 65% by 2027.	FY22 = 61%	63%	Outcomes measures will be based on students who began in Fall 2014 (first-time, transfer-in, full-time, and part-time). Retention rates were slightly higher for this group than for students who started in Fall 2013.

1 = Alert	2 = Area of Concern	3 = Met Goal	4 = Stretch Goal	5 = Super Stretch Goal
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Scorecard: Progress Toward FY2023 Goals

Student Success/Retention/Graduation (continued)					
Pillar	Strategic Plan Goal	5 Year Target	FY2022 Outcomes	FY2023 Goal	Quarterly Update 11/15/2022
Exceptional Educational Opportunities	II.1: Ensure high-quality and relevant certificate, degree, and co-curricular programs.	Achieve at least a 3.00 GPA yearly weighted average in Fall semester at transfer destinations through 2027.	FY21 = 3.19 FY22=TBD	3.00	Transfer GPAs have consistently been above 3.00 for several years.
Diversity, Equity, and Inclusion	IV.2: Close equity gaps so that students from diverse racial, gender, and socioeconomic backgrounds can access and achieve their academic and career goals.	Close equity gaps in graduation and transfer-out rates to zero (no difference) by 2027.	FY22: Largest Gap is 16% (Black/African American), 11% (Hispanic)	no gaps > 12%	Equity gaps in graduation and transfer out rates will be based on the 2019 cohort. Equity gaps in retention for this cohort suggest that gaps in graduation and transfer out rates could be over 12%.

1 = Alert

2 = Area of Concern

3 = Met Goal

4 = Stretch Goal

5 = Super Stretch Goal

Scorecard: Progress Toward FY2023 Goals

Employees					
Pillar	Strategic Plan Goal	5 Year Target	FY2022 Outcomes	FY2023 Goal	Quarterly Update 11/15/2022
Diversity, Equity, and Inclusion	IV.1: Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners.	Increase Score on Culture Survey item "I would recommend RVC as a great place to work" to 3.50 by 2027.	FY22: 2.85/4.00	3.0	Since administration of the Culture Survey, several employees have completed the Intercultural Development Inventory and/or participated in DEI development opportunities. The College also began a compensation study. Culture pulse checks will be conducted throughout the year.
Diversity, Equity, and Inclusion	IV.3: Employ a culturally competent workforce that reflects student and community demographics.	Narrow equity gaps between employee and community demographics to X% by 2027.	FY22: Largest gap is 15% (Hispanic Faculty), 13% (Hispanic Staff), 7% Black/African American Faculty	12%	A Diversity in Hiring Committee has been established. A DEI question has been added to faculty interviews.



Scorecard: Progress Toward FY2023 Goals

Employees (continued)					
Pillar	Strategic Plan Goal	5 Year Target	FY2022 Outcomes	FY2023 Goal	Quarterly Update 11/15/2022
Diversity, Equity, and Inclusion	IV.1: Improve the campus culture by establishing cultural competence, trust, and a sense of belonging among employees and learners.	Increase score on Culture Survey composite "Trust in Leadership" to 3.54 by 2027.	FY22: 2.85/4.00	3.0	The Strategic Plan was shared at the September Professional Development Day and added to the website. Culture pulse checks will be conducted throughout the year.
Exceptional Training Opportunities	III.2: Provide high-quality training and professional development to improve human performance and to bridge the gap between college needs and employees' educational and career goals.	Increase score on Culture Survey composite "Professional Development & Advancement" to 3.47 by 2027.	FY22: Largest gap is 15% (Hispanic Faculty), 13% (Hispanic Staff), 7% Black/African American Faculty	12%	Supervisors implemented Stay Interviews and Expectation Planning process. Professional Development Specialists were hired in Academic Affairs and Human Resources. Culture pulse checks will be conducted throughout the year.

1 = Alert	2 = Area of Concern	3 = Met Goal	4 = Stretch Goal	5 = Super Stretch Goal
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Scorecard: Progress Toward FY2023 Goals

Finance (Revenue Producing/Cost Efficiencies/ROI)

Pillar	Strategic Plan Goal	5 Year Target	FY2022 Outcomes	FY2023 Goal	Quarterly Update 11/15/2022
Access	I.2: Provide district residents improved accessibility to noncredit programs, certificates, and training.	Increase net revenue from noncredit programs to \$XXX,XXX by 2027.	In progress	TBD	Historical revenue data has been analyzed.
Access	I.1: Provide district residents improved accessibility to credit programs and certificates.	Maintain the margin between unit cost and unit revenue at +/- \$10 for credit programs through 2027.	FY22: TBD	+/- \$10	Preliminary results generated by Institutional Research are within range. Data are being validated by Academic Affairs and Finance.

1 = Alert

2 = Area of Concern

3 = Met Goal

4 = Stretch Goal

5 = Super Stretch Goal

Scorecard: Progress Toward FY2023 Goals

Community					
Pillar	Strategic Plan Goal	5 Year Target	FY2022 Outcomes	FY2023 Goal	Quarterly Update 11/15/2022
Exceptional Training Opportunities	III.1 - Increase the number of grants, scholarships, and endowments to support students enrolled in credit and noncredit programs that meet the regional workforce need for skilled employees.	Increase industry partner engagement by 2027.	In progress	TBD	A framework has been developed for defining industry partner engagement.
Diversity, Equity, and Inclusion	IV.1: Improve the campus culture by establishing cultural competency, trust, equity, and a sense of belonging among employees and learners.	Increase the number of Business Enterprise Partner eligible vendors by 2027.	In progress	TBD	The College is determining how to authenticate whether a business qualifies as BEP and how to help more businesses become eligible.

1 = Alert	2 = Area of Concern	3 = Met Goal	4 = Stretch Goal	5 = Super Stretch Goal
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Divisional Success Story: Industry Partnerships and Community Engagement

- Development of framework to measure partnership engagement
- Analysis of historical revenue data with assistance from Finance
- Creation of CTE Running Start Program

The image features the text "Q&A" rendered in a 3D, blue, sans-serif font. The letters are thick and have a slight shadow beneath them, giving them a three-dimensional appearance. The ampersand is also blue and matches the style of the letters. The text is centered horizontally on a white background.

**Fiscal Year 2022 Audit
Comprehensive Annual Financial Report**

- BACKGROUND:** Pursuant to Section 3-22.3 of the Illinois Community College Act, each district is required to have an external audit performed at the end of their fiscal year. The College's Fiscal Year 2022 audit was performed by the independent auditing firm of Sikich, LLP, and was presented at the College's Committee of the Whole meeting on November 15, 2022.
- RECOMMENDATION:** It is recommended that the Board of Trustees accept the Fiscal Year 2022 Comprehensive Annual Financial Audit Report prepared by the independent auditing firm of Sikich, LLP.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A – FY2023 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Contractual Services – (Consultant Services – Professional/Technical: Operations)

OEM Architects Belvidere, IL

NOT TO EXCEED \$144,375.00*(1)

1. This amendment is for OEM Architects, the College’s architect of record, to design, bid, provide construction oversight and close out the documentation for repurposing two currently unoccupied spaces in the Advanced Technology Center (ATC). These spaces will house two new Caterpillar heavy equipment simulators and one additional truck-driver training simulator. Heavy equipment operators are in high demand in Illinois and have a high living wage for persons who want to enter the field.

This additional construction will be added to the current construction project for the ATC roof, HVAC, and parking lot, that is already in the design stage. Bid #20-22 for the roof replacement of the ATC was opened on October 18, 2022, but due to low bidder submittals and excessive costs, it was determined to be a “No Bid” and, after review, will be combined with the other ATC projects that were in the planning stages.

Original approved amount	\$ 66,000.00
Increase	\$ 78,375.00
Total expenditure	\$144,375.00

FY2023 Capital Expense
Original Board Report BR #7967-C

Purchase Report-A – FY2023 Amendments

B. Supplies – (Maintenance Services Plant Operations)

City of Rockford Rockford IL

NOT TO EXCEED \$35,000.00*(2)

2. This amendment is to increase the blanket purchase order for road salt. Rock Valley College (RVC) receives its road salt from the City of Rockford at the State of Illinois state bid contract price. RVC and the City of Rockford were notified that the state contracted price was adjusted by \$35 a ton for the FY2023 winter season. In addition, there is a strong indication that this will be a more severe winter this year. This price increase is to adjust for the increase in the State Bid contract price.

Original approved amount	\$27,000.00
Increase	\$ 8,000.00
Total expenditure	\$35,000.00

This purchase is exempt from Bid under the Illinois State Statute(110 ILCS 805/3-21.1) Exception K: Contracts for goods or services procured from another governmental agency.

FY2023 Budgeted Expense
Original Board Report BR #7938-F

C. Contractual Services – (Other Contractual Services: Finance)

Sikich LLC Naperville, IL

NOT TO EXCEED \$102,650.00*(3)

2. This amendment is to increase the blanket purchase order for Sikich LLC auditing services. The request for the increase is primarily due to timing. A final invoice for the audit work done in FY2022 was not received until late September after FY2022 was closed and now must be paid in FY2023.

Original approved amount	\$ 87,650.00
Increase	\$ 15,000.00
Total expenditure	\$102,650.00

FY2023 Budgeted Expense
Original Board Report BR #7938-F

Purchase Report-A – FY2023 Amendments

D. Contractual Services – (Maintenance Services: Plant Operations and Maintenance: Boiler House)

Johnson Control Fire Protection Palatine IL NOT TO EXCEED \$44,000.00*(4)

4. This amendment for the fire alarm testing and repairs is due to the supply chain cost increase of parts on an aging system and a contractual increase due to the increased number of fire alarm devices that need to be inspected.

Original approved amount	\$37,000.00
Increase	\$ 7,000.00
Total expenditure	\$44,000.00

*This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-21.1)
Exception E: Contracts for the maintenance or servicing of, or provision of repair parts for, equipment made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.*

FY2023 Budgeted Expense
Original Board Report BR #7938-F

E. Supplies – (Other Capital Outlay: LED Upgrades)

Steiner Electric Loves Park IL \$11,000.00*(5)

5. This amendment is due to the supply chain cost increase of parts needing to be replaced for the exterior LED lighting upgrade project. The amount required was unknown until all the light fixtures needing to be retrofitted were inspected.

Original approved amount	\$20,000.00
Increase	\$11,000.00
Total expenditure	\$31,000.00

Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1

FY2023 Capital Expense
Original Board Report BR #7938-F

Purchase Report-A – FY2023 Amendments

F. Supplies – (Other Capital Outlay: LED Upgrades)

Lift Works Rockford IL

\$9,000.00*(6)

6. This amendment is due to the manufacturer’s delay in parts needed to complete the exterior LED lighting upgrade project. This caused an increase in fees and pickup/drop-off costs for the rented lifts required for the project.

Original approved amount	\$20,000.00
Increase	\$ 9,000.00
Total expenditure	\$29,000.00

FY2023 Capital Expense
Original Board Report BR #7938-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY2023 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Equipment – (Human Resources: Software)

Frontline Education Malvern PA

\$30,357.00*(1)

1. Frontline Central is an employee lifecycle management and form workflow automation system that enables institutions to securely and efficiently manage employee information online and streamline time-consuming manual processes, all from one platform. This will allow Rock Valley College (RVC) to focus more time on managing people and less time on administrative tasks. The system will save time, improve efficiency with customized workflows and automated reminders, and offer real-time status tracking. This software will allow for the digital filing of the entire employee onboarding process and personnel file. Frontline is an existing software already utilized by the College. RVC has chosen to expand the software's capabilities by adding additional features.

This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/33-21.1)

Exception F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.

FY2023 Budgeted Expenses

B. Grant Expense – (External, Private Donor)

Northern Illinois University DeKalb IL

\$24,000.00*(2)

2. This is a pass-through expense. Woodward Charitable Trust made a gift to support the Northern Illinois University (NIU) @ Rock Valley College (RVC) engineering program. The gift of \$74,000.00 is to be paid in three annual installments of \$24,000 to help offset a portion of the salary for the internship coordinator for the NIU@RVC program.

FY2023 Foundation Expense

C. Membership Fees - (Membership and Dues: President's Office)

American Association of Community Colleges Baltimore MD

\$10,833.00*(3)

3. This expense is for the annual membership renewal in the American Association of Community Colleges (AACC) effective January 1, 2023. The AACC is the primary advocacy organization for the nation's community colleges. It supports and promotes the member colleges through leadership access to grant funding opportunities through the National Science Foundation and other federal agencies.

FY2023 Budgeted Expense

Purchase Report-B – FY2023 PurchasesD. Instructional Equipment – (Automotive Services)**TBD (Unknown Used Car Sources)****NOT TO EXCEED \$70,000.00*(4)**

4. This request is to attempt to acquire three used electric vehicles. Potential models include a quantity of two small electric vehicles (i.e., Chevy Bolt, Nissan Leaf, or Fiat 500) with an estimated price of \$25,000.00 each and one Hybrid Electric Vehicle (HEV) (i.e., Toyota Prius) with an estimated cost of \$15,000.00. These purchases will increase the current automotive fleet and expand the College's automotive program.

FY2023 Budgeted Expense

E. Software– (Information Technology: TRiO)**Barnes and Noble Education Basking Ridge, NJ****\$15,108.00*(5)**

5. This expense is for the TRiO program to purchase the Bartleby suite of online study and writing tools developed by Barnes and Noble Education. This program is a student success hub designed to provide targeted, on-demand homework help at any hour of the day. The hub can be accessed on the web to provide easy access to synchronous and asynchronous tutoring from vetted subject matter experts. In addition, the software will provide A.I.-powered writing support for spelling, grammar correction, plagiarism detection, and citation assistance. The hub also includes a step-by-step math helper, a searchable Q & A library with millions of practice problems, detailed concept explainers, literature guides, and more. This program is only available to TRiO students, per the federal regulations of the grant program.

This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/33-21.1)

Exception F: Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.

FY2023 Grant Expense

F. Equipment– (Maintenance Services Plant Operations Equipment: Boiler House)**Master Building Solutions Madison, WI****NOT TO EXCEED \$12,000.00*(6)**

6. This expense is for a FY2023 blanket purchase order for miscellaneous parts and repair for the geothermal system multi-stack units utilized by RVC. The multi-stack units are specialized equipment used to produce heating and cooling in RVC buildings utilizing geothermal technology.

FY2023 Budget Expense

Purchase Report-B – FY2023 PurchasesG. Contract Services – (Theatre Costume Materials: Starlight Theatre)**Bennies Dry Cleaning & Laundry Services Rockford IL****NOT TO EXCEED \$13,000.00*(7)**

7. This expense is for a FY2023 blanket purchase order for the dry cleaning of costumes used for Starlight Theatre productions. This is the first time this expense exceeded the \$10,000.00 threshold due to the extensive number of costumes needed for this theatre season.

FY2023 Budgeted Expense

H. Supplies – (Instructional Supplies: Computer Numerical Controls / Instructional Supplies General: Business Outreach Programs)**MSC Industrial Supply Company Machesney Park IL****NOT TO EXCEED \$50,000.00*(8)**

8. This expense is for a FY2023 blanket purchase order for small ticket tooling items for the Advanced Technology Center (ATC) Computer Numerical Controls (CNC) Department. The CNC Department is currently experiencing an influx of customized trainings from companies such as Woodward and other industry partners. Due to this influx, there is a need to increase the on-hand inventory to have enough materials for all the training courses.

FY2023 Budgeted Expense

I. HVAC Equipment and Installation – (Capital Expense)**TBD****\$x.xx*(9)**

9. Rock Valley College has initiated a bid for HVAC Modifications (Bid #22-23). This bid includes the following work: Replacement of the two Woodward Technology Center (WTC) air handling units, replacement of the Educational Resource Center (ERC) heat exchanger, replacement of the Boiler House cooling tower, and replacement of two make-up air units for the Support Services Building (SSB). The WTC air handling units are over 40 years old. The ERC heat exchanger cannot produce enough heat during cold spells in the winter. The Boiler House cooling tower is over 50 years old and is falling apart. Finally, the SSB air units, which help provide heat for the repair and carpenter shops in the SSB, have failed. The bid is expected to be opened on November 22, 2022.

FY2023 Grant Funds and Capital Funds.

Purchase Report-B – FY2023 Purchases

- J. HVAC Equipment and Installation – (Maintenance Services Plant Operations Equipment: POM)

TBD

\$x.xx*(10)

10. Rock Valley College is initiating a bid for the inspection and repair of multiple Uninterruptible Power Supply (UPS) systems on campus that are utilized for emergency lighting and emergency equipment protection. This bid will include testing the equipment and replacing any batteries that have reached the end of life or are faulty. The bid is scheduled to be released in the first part of December.

FY2023 Budgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
October 31, 2022

Month End Balance

Operating Cash Accounts

Illinois Bank & Trust	4,978,076
PMA Operating Cash	10,093,941
Petty Cash	3,274
ISDLAF*	19,401,213

Total Operating Cash: 34,476,504

Operating Investments Accounts

PMA Operating	489,589
ISDLAF*	773,127
CD's and CDARS	24,435,949
Treasuries	17,939,984
ISDLAF Term Series	1,000,000
FHLB Discount Notes	-

Total Operating Investments: 44,638,650

Total Operating Cash & Investments: 79,115,154

Total Operating Cash and Investments on September 30, 2022	<u>75,483,681</u>
Total Operating Cash and Investments on October 31, 2022	<u>79,115,154</u>
Total Operating Cash and Investments on October 31, 2021,	<u>70,928,131</u>
 % of Operating Budget	74.87%
Change in Operating Cash and Investments since September 30, 2022	3,631,473

*Illinois School District Liquid Asset Fund

Month End Balance

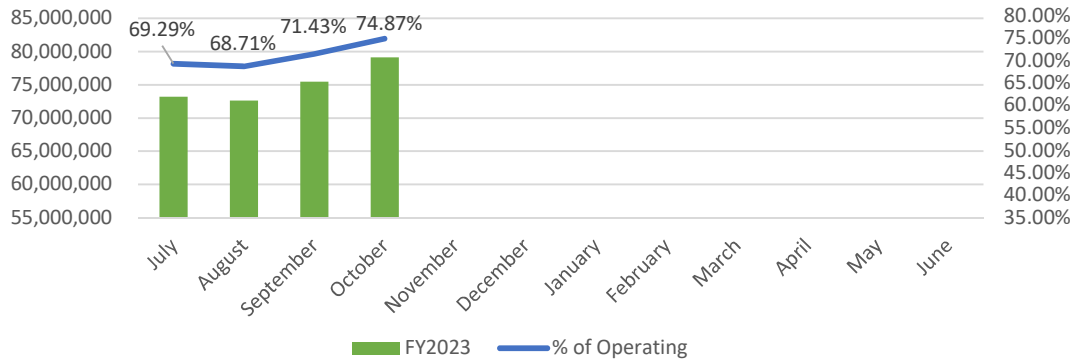
Capital Funds

Debt Service	7,207,852
Life Safety	1,831,450
CDB Escrow	4,170,736
Building Funds	4,000,778
ATC Capital	894,260

Total Capital Funds: 18,105,076

Total Capital Funds on September 30, 2022	<u>19,659,183</u>
Total Capital Funds on October 31, 2022	<u>18,105,076</u>
Change in Capital Funds since September 30, 2022	(1,554,107)

Operating Cash Balance and % Coverage of FY'23 Operating Budget



Month / Year	Cash & Investments	Capital	Total
October 2022	79,115,154	18,105,076	97,220,230
October 2021	70,928,131	23,288,062	94,216,193
September 2022	75,483,681	19,659,183	95,142,864
September 2021	66,373,319	26,989,336	93,362,655
August 2022	72,609,823	20,355,497	92,965,321
August 2021	67,229,922	24,163,878	91,393,799
July 2022	73,227,608	19,835,297	93,062,906
July 2021	64,988,026	22,955,921	87,943,946
June 2022	72,894,073	20,046,781	92,940,853
June 2021	65,999,909	22,845,925	88,845,834
May 2022	67,022,029	14,717,680	81,739,710
May 2021	58,904,746	17,697,700	76,602,446
April 2022	64,250,129	13,129,795	77,379,925
April 2021	57,702,722	16,321,268	74,023,990
March 2022	63,583,011	13,360,996	76,944,007
March 2021	57,889,015	16,320,911	74,209,926
February 2022	67,637,051	13,516,541	81,153,592
February 2021	58,371,407	18,029,220	76,400,627
January 2022	68,827,552	13,507,358	82,334,910
January 2021	58,933,599	17,961,949	76,895,548
December 2021	69,848,911	13,496,844	83,345,754
December 2020	59,642,700	17,962,058	77,604,758
November 2021	71,696,104	23,491,608	95,187,713
November 2020	59,174,467	23,724,660	82,899,127
October 2021	70,928,131	23,288,062	94,216,193
October 2020	60,310,843	23,527,607	83,838,450

**Summary of Fiscal Year 2023 Estimated Revenues by Source for Community College District
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois
(Rock Valley College)**

Background: Each year, the Chief Financial Officer for Rock Valley College is required to certify the upcoming year’s estimated revenues by their source.

Recommendation: It is recommended the Board of Trustees approves the Summary of Fiscal Year 2023 Estimated Revenues by Source for Rock Valley College and request that Ellen K. Olson, the Treasurer for the College, sign the attached report.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Summary of Fiscal Year 2023 Estimated Revenues by Source for Community College District
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois
(Rock Valley College)**

Local- Real Estate Taxes (including Corporate Personal Property Taxes and others)	\$32,773,405
State of Illinois (Credit Hour, Grants, Vocational Ed. Rehabilitation, SURS, on behalf of)	\$32,415,681
Federal Government	\$17,726,084
Student Tuition and Fees	\$20,169,949
Other Fees and Investments Income (Includes Auxiliary Enterprises)	<u>\$12,838,592</u>
Total	\$115,923,711

Ellen K. Olson, Treasurer of Community College No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College District) and Chief Fiscal Officer of Rock Valley College

Subscribed and sworn to before me this 13th day of December 2022

Notary Public

**Levy Year 2022 Estimated Taxes Required and
Certificate of Compliance for Truth-In-Taxation Hearing**

Background: The Rock Valley College Board of Trustees approved the estimated taxes required for the upcoming levy year at the October 25, 2022, Board Meeting. The final 2022 tax levy did not change from the estimated taxes.

The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 12.67%; therefore, a Truth-in-Taxation Hearing is required. A Truth-in-Taxation Hearing was held on December 13, 2022, at 5:15 p.m. A notice was published within 14 days of the Truth-in-Taxation Hearing in accordance with the Truth-in-Taxation Law.

This does not include the Bond & Interest amounts, as those are filed with the counties upon issuance of the bonds.

Recommendation: It is recommended that the Board of Trustees approves the following estimates for the amount of taxes necessary to be raised by taxation for the year 2022 as follows:

Educational Purposes – Fund 01 (\$.2300)	\$16,294,608
Operation and Maintenance Purposes – Fund 02 (\$.0400)	\$2,833,845
Protection, Health, Life or Safety – Fund 03 (\$.0005)	\$1,500,000
Financial Audit Purposes – Fund 11	\$64,000
Liability Protection Settlement Fund – Fund 12	
Liability Insurance/Tort & Risk Management	\$1,570,0000
Social Security and Medical Insurance	<u>\$430,0000</u>
Total Tax Levy	\$22,692,453

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

CERTIFICATE

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois, (Rock Valley College); he further certifies that the attached “Levy Year 2022 Certificate of Tax Levy and Certificate of Compliance for the Truth-in-Taxation Hearing” is a true and authentic copy of the Board Report adopted on December 13, 2022, by the Board of Trustees.

Dated this 13th day of December 2022.

Secretary, Board of Trustees
Community College District
No. 511 Winnebago, Boone,
DeKalb, McHenry, Stephenson
and Ogle Counties, Illinois
(Rock Valley College)

Subscribed and sworn to before me
This 13th day of December 2022.

Notary Public

CERTIFICATE OF TAX LEVY

Community College District No. 511 County(ies) Winnebago, Boone, DeKalb, McHenry, Stephenson, & Ogle
Community College District Name: Rock Valley College and State of Illinois

We hereby certify that we require:

the sum of \$16,294,608 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$2,833,845 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1)
the sum of -0- to be levied as an additional tax for educational and operations and maintenance
purposes (110 ILCS 805/3-14.3), and
the sum of \$1,570,000 to be levied as a special tax for purposes of the Local Governmental, and
Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of \$430,000 to be levied as a special tax for Social Security and Medicare insurance purposes
(40 ILCS 5/21-110 and 5/21-110.1), and
the sum of \$64,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$1,500,000 to be levied as a special tax for protection, health, and safety purposes
(110 ILCS 805/3-20.3.01), and
the sum of -0- to be levied as a special tax for (specify) _____ purposes,
on the taxable property of our community college district for the year 2022.

Signed this 13th day of December 2022

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the
county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their
issuance and levying a tax to pay them. The county clerk shall, each year during the life of a bond issue, extend the tax for bonds
and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the
community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full (5) five.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district
is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 511 County(ies) of Winnebago, Boone,
DeKalb, McHenry, Stephenson, and Ogle and State of Illinois on the equalized assessed value of all taxable property of said
community college district for the year 2022 was filed in the office of the County Clerk of this county on

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional
extension(s) will be made, as Authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest
thereon. The total amount, as approved in the original resolution(s), for said purposes for the year 2022 is \$11,495,033.

Date

County Clerk and County



2021 Rock Valley College

Clery Act Report

Rock Valley College Board of Trustees Committee of the Whole
November 15, 2022

Thomas Yehl, Chief of Police

The Clery Act

Purpose:

- In part, to provide the campus community with timely, accurate, and complete information about crime and the safety of the campus so that they can make informed decisions to keep themselves safe.
- The Clery Act is a campus security and crime prevention law with a consumer information and protection focus.

Why do we have to comply?

- Compliance with the Clery Act allows the College to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study, Federal Perkins Loans, etc.
- Violations of the Clery Act can result in fines of \$62,689 per violation.

Annual Security Report (ASR)

- The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every **October 1st** (for the preceding year). This ASR must include statistics of campus crime for the preceding three calendar years, plus details about efforts taken to improve campus safety.
- Material published in this report also reflects requirements for the State of Illinois Security Enhancement Act.
- RVC policy statements such as crime reporting, educational program drug/alcohol, and emergency response are also included.
- The crime statistics are gathered for the main campus and all satellite campuses.

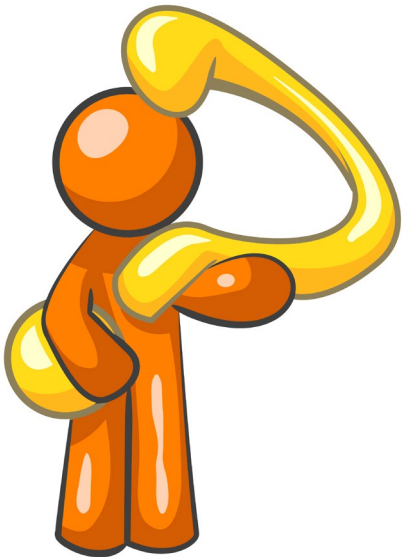
“Clery Crimes” vs Other Offenses

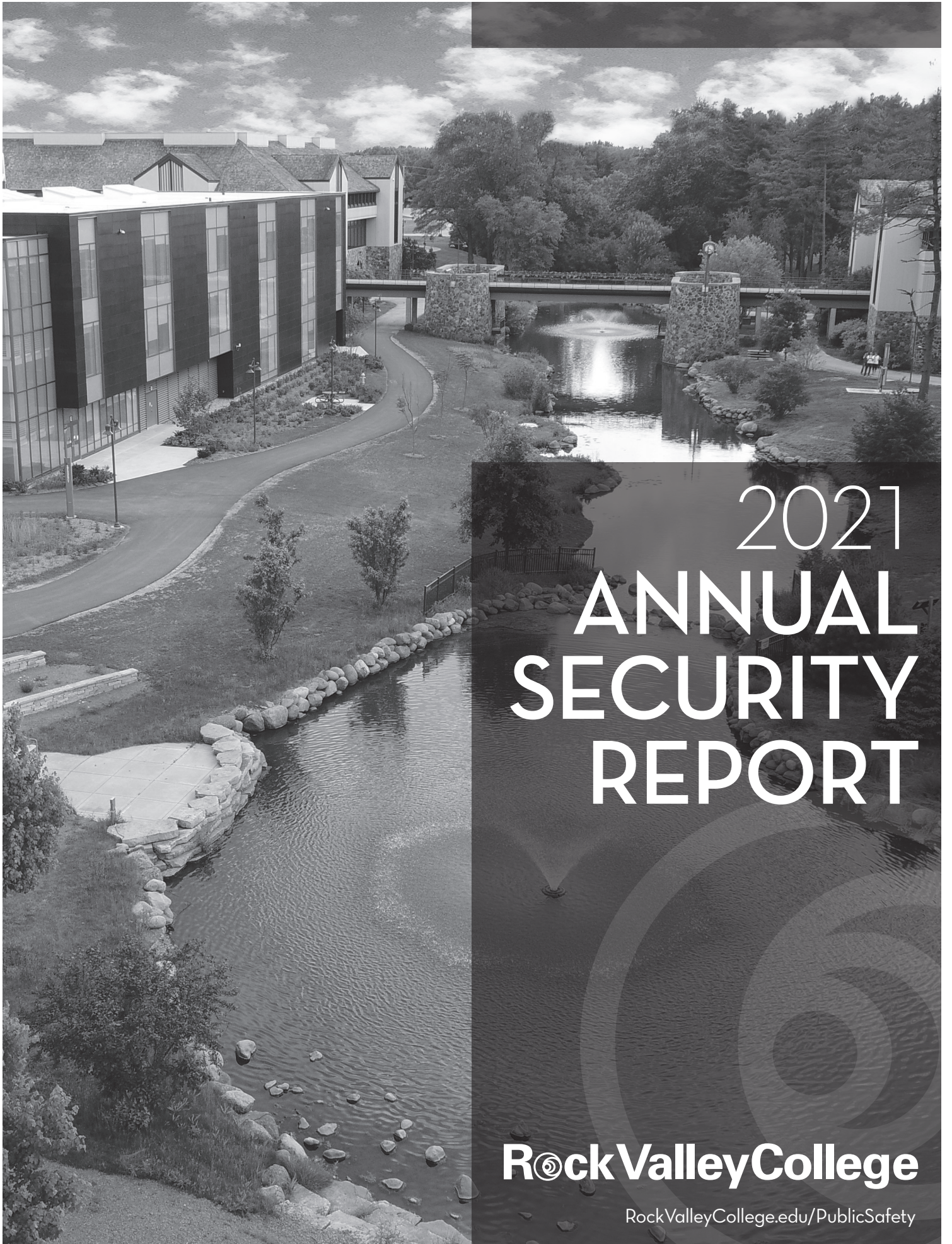
- Institutions of higher education must include four distinct crime categories in their ASR crime data.
 - Criminal Offenses such as Robbery, Burglary, and Arson.
 - Hate Crimes involving any of the above-listed crimes and certain other instances.
 - Violence Against Women Act (VAWA): domestic violence, sexual assault, dating violence, and stalking.
 - Arrests and Referrals for Disciplinary Action: weapons, drugs, and liquor violations.
- Only Clery Crimes are listed on the Clery report, not all crimes.

Rock Valley College Annual Security Report

- During the 2021 school year, as the College began reopening from COVID, there were only four reportable Clery Crimes for 2021.
 - One subject accounted for three of the reportable crimes.
 - Juveniles accounted for the other crime.
- Hard copies are available as well as electronically:
<https://www.rockvalleycollege.edu/About/RVCPD/securityreport.cfm>

Questions?





2021
**ANNUAL
SECURITY
REPORT**

R@ck Valley College

RockValleyCollege.edu/PublicSafety

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This Rock Valley College Annual Security Report is published in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (“Clery Act”)** and the **State of Illinois Campus Security Enhancement Act**.

This information is being provided as part of Rock Valley College’s commitment to safety and security on campus. At Rock Valley College (RVC) the safety and well-being of students, faculty, and staff is important. A truly safe campus can only be achieved through the cooperation of everyone at Rock Valley College. We hope that this information will be read carefully to help foster a safe environment for everyone at RVC.

This report is prepared in cooperation with local law enforcement agencies, out-of-state law enforcement agencies, the RVC Police Department (RVCPD), Human Resources, Enrollment Services, Student Life, Community Education Outreach, the Center for Learning in Retirement (CLR), Athletics, and other RVC departments. These entities provide updated information on their educational efforts and programs to comply with the Act.

CONFIDENTIAL CRIME REPORTING

Rock Valley College has an electronic reporting system that can be used to anonymously report crimes or incidents requiring behavioral intervention.

The reporting system is available at: RockValleyCollege.edu/DeanOfStudents.

THE RVC CAMPUSES

The RVC Main (Mulford) Campus is on the northeast corner of Mulford and Spring Brook Roads. It is situated on 217 acres in the city of Rockford, and according to the ICCB fall 2016 enrollment survey, served approximately 7,700 credit students and more than 20,000 non-credit students.

RVC maintains seven campuses (see photos on page 19):

1. Main Campus located at 3301 N. Mulford Road, Rockford, IL 61114;
2. Aviation Career Education Center (ACEC) located at 6045 Cessna Drive, Rockford, IL 61109;
3. Bell School Road Center (BELL) located at 3350 N. Bell School Road (which is home to the Center for Learning in Retirement-CLR), Rockford, IL 61114;
4. Cold Forming Training Center (CFTC) located at 424 Buckbee Street, Rockford, IL 61104;
5. RVC Downtown (RVCD) located at 99 East State Street, Suite 200, Rockford, IL 61104;
6. Stenstrom Center for Career Education (SCCE), formerly Samuelson Road Center (SAML) located at 4151 Samuelson Road, Rockford, IL 61109;
7. Work Force Connections located at 303 N. Main Street (Supply Core Building), Rockford, IL 61101.

RVC also offers various classes at multiple locations owned by other companies throughout and beyond the RVC district. The policies in this Annual Security Report apply to all seven campuses, unless otherwise stated in a particular section of the report.

RVC does not have dormitories on any of the campuses. All students live off campus.

REPORTING OF CRIMINAL ACTIVITIES OR EMERGENCIES

The Rock Valley College Police Department (RVCPD) is responsible for law enforcement, security, and emergency response at RVC. All crimes occurring on any RVC campus should immediately be reported to the Rock Valley College Police Department. RVC police are trained to receive, document and investigate all crimes reported. A RVC police officer will work with individuals reporting a crime to obtain information and evidence, identify potential witnesses, and conduct a thorough investigation in an effort to identify the responsible party. When appropriate, crime suspects may be adjudicated through the student disciplinary system or criminal justice system.

RVC police officers have full law enforcement authority, including the authority to effect arrests, granted by the Illinois General Assembly under 110 ILCS 805/3-42.1. This Act authorizes them to make arrests on view or warrants, for violations of state statutes, and to enforce county and city ordinances in all counties that lie within the Community College District (#511), when such is required for the protection of community college personnel, students, property, or interests.

All RVCPD officers are certified police officers with training through the University of Illinois Police Training Institute or Illinois State Police Academy.

The RVCPD enforces all the laws of the state of Illinois, city of Rockford, and regulations of the college.

Officers are responsible for a full range of public safety services, including:



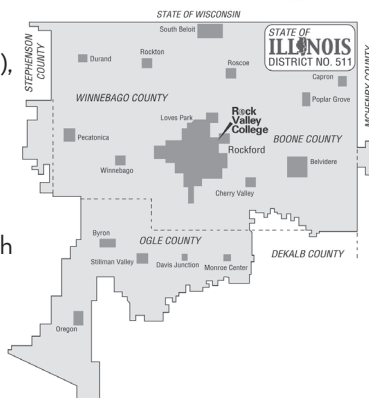
- all criminal reports
- investigations
- medical emergencies
- fire emergencies
- traffic accidents
- enforcement of laws regulating alcohol use on campus
- the use of controlled substances
- weapons
- all other incidents requiring police assistance.

The RVC Police Department is located in the Support Services Building (Room 1100), on the Main (Mulford) Campus and can be contacted by dialing 911 in emergency situations or (815) 966-2900 for non-emergency situations. RVC Police officers provide patrol protection on all RVC Campuses. Rockford Police respond to police calls on campus between 2:00 a.m. and 6:00 a.m. The RVCPD makes daily patrols of the Stenstrom Center (SCCE), Aviation Career Education Center (ACEC), Cold Forming (CFTC), Bell School Road Center (BELL), and RVC Downtown (RVCD). The SCCE and ACEC are also patrolled by the Rockford Police Department. Work Force Connections is patrolled by the Rockford Police Department. A strong working relationship is maintained with the Rockford Police Department, Loves Park Police Department, Winnebago County Sheriff's Department, and other local, state, and federal law enforcement agencies. The RVCPD maintains a mutual aid agreement and assists other local law enforcement agencies as needed.

Emergency calls should be placed directly to 911. All non-emergency police-related calls should be placed to (815) 966-2900. For non-emergency campus-related issues dial (815) 921-4357 to reach the RVC Police administrative line.

RVC also has numerous Emergency Call Boxes in place on the Main Campus and off-campus facilities. These Call Boxes can be used to contact the Rock Valley College Police Department in emergencies or whenever assistance is needed. Call Boxes are also available at the Bell School Road Center, Stenstrom Center, and Aviation Career Education Center.

The Rock Valley College Police Department maintains a daily crime log in the RVC Police Department lobby, in the SSB (Room 1100). The crime log contains information concerning reported crimes and typically includes the case number, classification of the crime, date reported, date occurred, time occurred, general location, and disposition of the crime.



MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

Facilities, Plant Operations, and Maintenance (FPOM) maintains the campus buildings and grounds with a concern for safety and security. The Rock Valley College Police Department inspects campus facilities regularly and reports all potential security and safety hazards to FPOM for repairs. Students, faculty, and staff may also call FPOM at (815) 921-4300 to report any security or safety hazards.

ACCESS TO CAMPUS FACILITIES

- RVC business hours are typically Monday-Friday, 8:00 a.m.-5:00 p.m., except declared holidays and campus closures.
- Campus buildings are typically open according to the current semester schedule.
- Campus grounds are accessible daily 6:30 a.m.-11:00 p.m.
- All Campus grounds, buildings, and walking path (Main Campus) are closed to the public from 11:00 p.m. until 6:30 a.m. daily.
- During non-business hours, access to all college facilities is by key or card access, if issued, or by admittance via the RVCPD.
- Questions concerning access to campus facilities can be directed to the college's main switchboard (815) 921-4000 or the Rock Valley College Police Department (815) 921-4357.

The campus(es) are closed to the public from 11:00 p.m. until 6:30 a.m.

INVESTIGATIONS/CRIME PREVENTION

There is an ongoing effort at RVC to prevent crimes from occurring rather than react to them after the fact. A method for accomplishing this goal is the college's crime prevention program. The college's crime prevention program is based upon the elimination of criminal opportunities and the encouragement of students, faculty, and staff to be responsible for the security and safety of all members of the campus community. The college's primary crime prevention and awareness programs are made available to all incoming students, new employees, current students, and current employees.

The following is a listing of the crime prevention programs and projects utilized by RVC.

1. SAFE WALK PROGRAM

Provides an escort service, particularly during hours of darkness, for persons walking on campus. Call (815) 921-4357 or use an Emergency Call Box to request an escort. A RVCPD police officer will walk with you to any of these on-campus destinations: Main (Mulford) Campus, Bell School Road Center, RVC Downtown, Aviation Career Education Center (ACEC), and Stenstrom Center for Career Education (SCCE).

2. NEW STUDENT ORIENTATION

Crime prevention material is made available to new and returning students during the fall. Crime prevention material is also available throughout the year at several brochure kiosks located in buildings on campus.

3. BEHAVIOR INTERVENTION TEAM (BIT) AND THREAT ASSESSMENT

An anonymous referral regarding concerning behavior can be made at the Behavior Intervention Team (BIT) section of the college's website. The BIT process coordinates a response to

a student behavior(s) of concern. When referrals of concerning behavior are made by students, staff, or faculty to the Behavior Intervention Team, the team will follow up on the referral of concern and respond appropriately. BIT referrals should only be made for non-emergency situations. Emergencies and behavior that is life-threatening should immediately be reported to the RVCPD.

4. EMERGENCY CALL BOXES

An Emergency Call Box phone system is in place on campus. Located inside and outside of buildings, these Call Boxes can be used 24 hours a day to contact the RVCPD.



5. CAMPUS TELEPHONES

Campus NBX telephones (used by staff and faculty) may be used to report criminal activity, fire, or other emergencies by dialing 911.

6. ELECTRONIC MONITORING SYSTEMS

A sophisticated electronic alarm system monitors a network of intrusion and duress alarm systems in campus facilities. A series of closed-circuit security cameras are also utilized.

7. TIMELY WARNINGS

In the event that a situation arises, that has happened within 10 days, either on- or off-campus, that, in the judgment of the Chief of the Rock Valley College Police Department, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college email systems to students, faculty, and staff. The college may also post the warning on the college website and, in such instances, a copy of the warning will be posted at the entrance door of each on-campus building.

8. EMERGENCY NOTIFICATION

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Rock Valley College Police Department, in conjunction with the Rock Valley College Communications department shall without any delay, notify students and staff through the use of the "RVC Alerts" emergency text message and voice message system. The "RVC Alerts" system, which provides more immediate notification, is a voluntary program that students and staff can enroll in to receive alerts concerning emergencies on campus via their cellular phone, email address, or landline telephone.

Students and staff can sign up at: RockValleyCollege.edu/Alert. Anyone with information warranting a timely warning should report the circumstances to the RVCPD, by phone at (815) 921-4357 or in person at the dispatch center, within the Support Services Building (SSB), on the Main (Mulford) Campus near Parking Lot #4.

Persons wishing to report criminal offenses for the purpose of making a timely warning report or an emergency notification should contact the RVC Police Department.

EMERGENCY PREPAREDNESS

As required by federal and state law, Rock Valley College has a comprehensive emergency operations plan (EOP) that details immediate response and evacuation procedures, including the use of electronic and cellular communication.

The Rock Valley College Police Department has staff members assigned to the college's Plans, Preparedness, Prevention, and Physical Security division. This division manages and maintains most of the college's emergency preparedness procedures. RVC police officers, supervisors, and dispatchers (telecommunicators) have received training in **Incident Command** and the **National Incident Management System (NIMS)**.

Generally, if a serious incident or emergency occurs, RVC police officers are the first responders to the scene. Depending on the scope and type of incident, assistance may be requested from the Rockford Police Department, Rockford Fire Department, and other college departments. Other local, state, and federal agencies could also be involved in the response.

Emergency response and evacuation procedures are tested at least annually. College employees are routinely trained utilizing emergency preparedness exercises such as drills, table top exercises, and functional exercises. The college also has an active **Campus Community Emergency Response Team (C-CERT)** consisting of faculty and staff. These individuals are trained in emergency response techniques and are activated during disasters and emergencies.

DRUG, ALCOHOL, & WEAPONS POLICIES

ALCOHOLIC BEVERAGES

No person shall possess, consume, distribute, or manufacture any alcoholic beverages on the campus of RVC or any property that the college may own or lease.

The Rock Valley College Police Department enforces Illinois underage drinking laws.

Such laws are strictly enforced by the RVC Police Department. Violators are subject to campus disciplinary action, criminal prosecution, fine, and imprisonment.

The RVC campus has been designated, "drug free," and only under certain circumstances is the consumption of alcohol permitted.

CONTROLLED SUBSTANCES

No person shall possess, consume, distribute, purchase, or manufacture any controlled or illegal substance on the campus of RVC or any property which the college may own or lease.

The Rock Valley College Police Department enforces federal and state drug laws.

For a complete description of college disciplinary sanctions, State of Illinois, and Federal Drug Laws Penalties, visit: RockValleyCollege.edu/DrugFree.

WEAPONS

No person shall wear, transport, store, or possess any firearms or other weapons while on any property the college may own or lease (including college-owned vehicles) (720 ILCS 5/21-6). Possession of "weapons" shall include, but is not limited to, firearms (including any gun, rifle, shotgun, pistol, BB, or pellet gun, or any firearm or device from which a projectile may be fired by explosive or gas/compressed air), knives, explosives, chemical or biological weapons, slingshot, metal knuckles, blackjack, or any other object which by use, design, or definition may be used or threatened to inflict injury upon another. "Weapons" does not include mace or pepper spray.

Per the **Illinois Firearm Concealed Carry Act [Section 65 (a)(15)]**, carrying a concealed firearm is prohibited on community college property even if the individual has a valid Concealed Carry License (CCL). Prohibited areas include all campus properties. This includes, but is not limited to, all buildings, parking lots, sporting event areas, bikes paths, and college-owned vehicles. A person with a valid CCL (licensee) may carry a concealed firearm on or about their person within a vehicle into a parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A licensee may carry a concealed firearm in the immediate area surrounding their vehicle within a parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. It is the licensee's responsibility for knowing and obeying the Concealed Carry Law. Violations of Illinois weapons laws may result in arrest. Additionally, violation of the college's weapons policy may result in disciplinary action for students and staff including suspension and/or termination.

This policy does not apply to certified law enforcement personnel (police officers, sheriff's deputies, parole agents) who are authorized by their agency to carry firearms on and off duty. Activities requiring use of prohibited items may be conducted only with the prior written approval of the RVC Chief of Police, or their designee.

TREATMENT

RVC provides a complete listing of personal counseling and treatment programs available in the Winnebago/Boone counties area. This listing is available in the Personal and Success Counseling Center, the Library, Financial Aid Office, the Bell School Road Center, Stenstrom Center for Career Education, the Aviation Career Education Center, and at the office of the Dean of Students.

In addition, students and employees may seek assistance from the counselor designated to assist with drug education on the campus who is located in the Personal and Success Counseling Center on the second floor of the Student Center.

If you are aware of problems with friends or family members, we encourage you to act responsibly by consulting with the Personal and Success Counseling Center. Remaining silent or waiting until a situation has escalated is neither respectful nor responsible. The college supports the notion of students helping one another to cooperatively solve alcohol and substance abuse problems as they occur.

SEXUAL & OTHER HARASSMENT POLICY (TITLE IX)

Rock Valley College is committed to providing an educational environment that is free from all forms of harassment as defined and otherwise prohibited by state and federal law. It is the policy of Rock Valley College that sexual harassment or any other form of harassment of a student by another student, an employee or a third party is prohibited and will not be tolerated. Any student or employee who is found after appropriate investigation to have violated this policy will be subject to disciplinary action, up to and including expulsion or termination.

Students who believe they have been subjected to harassment in violation of this policy shall have the right to submit complaints to the college in accordance with the administrative procedures implementing this policy.

Consistent with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, the college will provide training for administrators, teachers, staff, and students to help ensure that they understand what types of conduct constitute sexual harassment or violence, can identify warning signals that may need attention, and know how to properly respond.

Prohibited Conduct: Sexual Harassment, Sexual Violence, Harassment, Retaliation, Reprisals, False Claims, Inappropriate Consensual Relationships.

SEXUAL & OTHER HARASSMENT DEFINED

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature from another student, an employee or a third party when:

- A. Such conduct denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the college's programs or activities;
- B. Submission to or rejection of such conduct is used as a basis for educational decisions affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

This policy applies in all college environments, whether on campus, off campus, at college-sponsored social functions, or otherwise.

Examples of Sexual Harassment

Sexual harassment, as defined above, can range from unwelcome sexual flirtation to sexual assault. The following is a list of examples of conduct that may violate this policy. It is not intended to be an exhaustive list:

1. Direct propositions of a sexual nature
2. Physical assaults or sexual violence
3. Unwelcome and offensive physical contact such as patting or pinching
4. Unwelcome sexual flirtation
5. Sexually explicit statements, jokes, or anecdotes
6. Remarks or speculation about sexual activity
7. Direct or implied threats that submission to sexual advances will be a condition of grading, promotion, or other educational actions
8. Sexual slurs, sexual innuendos, and other comments about a person's body
9. Telephone calls, emails, text messages, use of social media, and other electronic communications of an unwelcome sexual nature
10. Deliberate touching of another's sexual parts without consent
11. Deliberate sexual contact of another without consent
12. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury
13. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give knowing consent due to drug or alcohol intoxication, mental incapacity, or under the age of 17

14. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would be reasonably offensive to others

This policy also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Harassment means unwelcome verbal, physical, or other conduct based upon student's race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law that:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive educational environment
- B. Has the purpose or effect of unreasonably interfering with a student's academic performance
- C. Otherwise adversely affects a student's educational opportunities

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; offensive jokes; and written material that shows hostility or aversion towards an individual or group based upon a legally protected characteristic.

Consensual Relationships

A sexual or romantic relationship between an employee and a student creates a conflict of interest when one of the individuals has direct evaluative authority over the other. Voluntary consent to a relationship of this nature is inherently suspect given the dynamics of the relationship. Therefore, it is a violation of this policy for an employee to have a sexual or romantic relationship with a student enrolled in a course being taught by the employee or whose work that employee supervises.

Relationships of this nature can affect other students, faculty, and staff because it places the employee in a position to favor or advance one student's interest at the expense of the others. This relationship may also send an implicit message that obtaining benefits is contingent on a sexual or romantic relationship.

Please see the RVC Dean of Students web page for additional information regarding Title IX / Sexual Harassment (Sexual Assault, Sexual Harassment & Relationship Violence tab): RockValleyCollege.edu/DeanOfStudents.

SEX-BASED MISCONDUCT PROCEDURES

Initial Discussion

The college encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the college can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-based misconduct. Designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator and all members of the college community (including students) are encouraged to report such incidents to the Title IX Coordinator.

Filing a Formal Complaint

Any student who feels that they have been the victim (or complainant) of sex-based misconduct of any type by another student, an employee, or a third party may submit a formal written complaint to the:

Title IX Coordinator:

(815) 921-1500 | RockValleyCollege.edu/SexualAssault
or email: RVC-DeanofStudents@RockValleyCollege.edu

Located in the: Dean of Students Office, Main Campus, Student Center, 2nd Floor | 3301 N. Mulford Road, Rockford, IL 61114
(815) 921-4281 | RockValleyCollege.edu/DeanOfStudents.

Written complaints must be signed and, to the extent possible, should state in detail the time, place, pertinent facts, and circumstances of the alleged harassment along with any witnesses. Written complaints must also state the remedy or relief being sought.

Initiating a Complaint

All complaints of sex-based misconduct are taken seriously and will be investigated promptly. The Title IX Coordinator, or their designee, will inform and seek consent from the complainant before beginning an investigation. If the complainant requests confidentiality (and/or insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, or respondent), the Title IX Coordinator, or their designee, will inform the complainant that the college's ability to respond may be limited and that the college may be required to act regardless in the interest of the safety of the campus and community. The Title IX Coordinator or their designee will also inform the complainant that this policy prohibits retaliation, and the college will not only take steps to prevent retaliation, but also take strong responsive action if retaliation occurs. The Title IX Coordinator or their designee will inform the complainant that the college cannot ensure confidentiality.

The purpose of the investigation is to determine whether the alleged violation of the college policy has occurred. In making this determination, the college uses the preponderance of evidence standard, i.e., whether it is more likely than not that the sex-based misconduct occurred.

Supportive Measures

Once the Title IX coordinator or their designee receives the report and then communicates with the complainant, they will discuss supportive measures that the complainant may have access to, which includes but is not limited to the following examples:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

Grievance Process

Once the complainant has spoken with the Title IX coordinator, if they choose to file a formal complaint, the college will start the grievance process in accordance with the Federal Title IX Formal Grievance Procedures. A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator, alleging a Sex-Based Misconduct Violation and requesting the college to

investigate. At the time of filing, the complainant must be participating in, or attempting to participate in the college's programs or activities as a student or employee.

Within 10 business days of signing a formal complaint, The Title IX Coordinator will provide written notice to all parties involved to inform them of the following information:

- The Grievance Process
- The Allegations
- Acknowledgement that the respondent is not currently responsible, and a final determination is made at the conclusion of the process
- Awareness that parties may have an advisor of their choice (can be an attorney, but doesn't have to be)
- Acknowledgement that parties may inspect and review directly related evidence that is part of the investigation
- Review of the College Code of Conduct provision(s) that prohibit submitting false statements/information

The college will provide written notice if they investigate allegations not included in the original written notice of allegations.

Informal Resolution

After the initial notice of allegations, both parties may agree to participate in the Informal Resolution Process. The Complainant and Respondent must provide voluntary written consent participate and may withdraw from this process at any time before a finalized signed agreement is reached. If one party withdraws from the informal resolution process, the college resumes the grievance process as a formal complaint. Informal Resolutions are not permitted for cases involving Sex-Based Misconduct by a college employee toward a student.

Consolidation/Dismissal of Formal Complaints

The Title IX Coordinator may consolidate related formal complaints that come from the same facts or circumstances.

The Title IX Coordinator may dismiss an investigation if Title IX regulations are not applicable. If this occurs, the college will inform parties of this action and will give directives regarding other college policies and procedures that may be used to resolve the concern. A Title IX case may also be dismissed if the complainant requests in writing that the case be withdrawn, the respondent is no longer enrolled in and/or employed by the college or if specific circumstances prevent the college from gathering evidence needed for a determination.

Investigation of a Formal Complaint:

The Title IX Coordinator will assign a trained investigator to investigate the complaint. They will gather evidence and witness information from each party. Both parties may be accompanied by an advisor of their choice, but the advisor's role is limited to providing support, guidance, and conducting cross-examination during the live hearing. The advisor may not speak on behalf of the party during the meeting and must comply with the investigator's rules and expectations. If these procedures are violated in any way, that advisor may be prohibited from further participation.

Each party will receive a notice in writing with the date, time, location, participants and purpose of the investigative meeting. Three (3) Business days' notice will be given to the parties by the investigator.

At the end of the investigation, the investigator will send each party (and advisor, if relevant) the evidence collected in electronic format. The parties will have 10 days to submit a written response to the

evidence for the investigator to consider before completing their report.

After completing their report, the investigator will forward a copy to the Title IX coordinator. The Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing. They will also send to each party (and the party's advisor, if any) the investigative report [in electronic format or hard copy] for their review and written response.

Hearings

A hearing will be conducted by a Hearing Officer appointed by the college. Both parties will have the opportunity to request a substitution if the selected Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the college will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hearing the party or witness answering questions. This request is made by contacting the Title IX Coordinator at least three (3) business days in advance of the hearing. The college may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the college will provide the party with an advisor of the college's choice, free of charge, to conduct cross-examination on behalf of that party.

To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the college that they do not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross-examination or other questions, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility;

however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The college will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the college will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching their decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;
The new Title IX regulations require the college to provide parties with at least 10 days to submit a written response to the evidence, and they require the investigator to consider those responses before completing the report.
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College Code of Conduct or other conduct standards to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the college imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college's education program or activity will be provided by the college to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Vice President of Student Affairs or designee.

An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.
A party who wishes to appeal a determination regarding

responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Vice President of Student Affairs or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Vice President of Student Affairs will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Vice President of Student Affairs or designee has concluded their review of the appeal, the Vice President of Student Affairs or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Vice President of Student Affairs or designee's decision is final.

Confidentiality

The college will strive to protect the confidentiality of the parties and records to the extent permitted by law. However, the college cannot ensure confidentiality in every situation. The college will evaluate requests for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Accordingly, the college may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the **Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.15.**

Retaliation

Retaliation means adverse action taken against a student because he or she has, in good faith, reported harassment or provided information in support of a harassment complaint. Retaliation violates the college's policy and is also illegal. A person engaging in retaliatory conduct will be subject to corrective action, up to and including expulsion or termination.

Reprisal Against Alleged Harasser

It is against this policy to take into account the filing of a complaint against an employee or a student when making determinations such as reappointment, tenure, promotion, grades, merit, or any other evaluation, unless a final determination has been made that the employee or student did in fact violate this policy. The fact that a complaint has been filed is not proof of the prohibited conduct and should not be treated as such.

False Claims

Allegations of harassment are extremely damaging by their very nature. All claims of harassment must be made in good faith. Any claims that are brought while knowingly false, with malicious intent, or out of retaliation are a violation of this policy. Students who violate this policy will be disciplined and subjected to corrective actions, up to and including expulsion.



External Complaints

While the college encourages individuals to use the college's internal complaint procedure to resolve harassment concerns, students also have the right to file a complaint with the U.S. Department of Education's Office for Civil Rights (OCR) in addition to or in lieu of filing an internal complaint. Students may also file a criminal complaint with the college's Police Department and/or the Rockford Police Department. No retaliation shall be taken against a student for filing an external complaint.

Chicago Office - Office for Civil Rights
U.S. Department of Education - Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
(312) 730-1560 | Fax: (312) 730-1576
Email: OCR.Chicago@ed.gov

SEXUAL AND INTERPERSONAL VIOLENCE

Sexual Violence:

- refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent. Consent must be given freely and voluntarily. It must be active and cannot be passive; silence or an absence of resistance, does not imply consent. A person may not give consent if they are unconscious, under the age of 17, incapacitated due to the use of alcohol or drugs, or have an intellectual or other disability. Past consent does not imply future consent, consent can be withdrawn at any time. Coercion, force, or threat of either; invalidates consent. Examples of sexual violence includes; rape, sexual assault, sexual battery, and sexual coercion. All such acts are forms of sexual harassment covered under this policy.
- involves the use of force or threat of force to sexually touch or sexually penetrate the victim's body or forcing the victim to touch or penetrate the offender's body. Threats of death or use of a weapon increases the severity of criminal charges. According to Illinois law, sex crimes can be prosecuted even if the victim knew the attacker; the victim did not fight back; the victim had consensual sex with the attacker previously; or the victim was intoxicated or unconscious.

Rock Valley College does not tolerate interpersonal violence, which includes sexual assault, prohibited sexual contact, stalking, dating violence, and domestic violence in any form.

Rock Valley College ("college") is committed to providing a safe and welcoming campus environment free from discrimination based on sex, which includes sexual assault, sexual exploitation, stalking, sexual harassment, dating violence, and domestic violence (collectively referred to as sexual misconduct). The college prohibits and will not tolerate sexual misconduct because such behavior violates the college's institutional values, adversely impacts the college's community interest, and interferes with the college's mission. The college also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or otherwise participates in an investigation, proceeding, complaint, or hearing under this policy. Once the college becomes aware of an incident of sexual misconduct, the college will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence, and address its effects. Whenever a student or employee reports to the institution that they have been the victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with an explanation of their rights and options. This information is in the Rock Valley College "Know Your Rights" booklet.

The Lead Title IX Coordinator is responsible for coordinating the college's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits sex discrimination, including sexual misconduct, in education programs and activities for institutions that receive federal financial assistance, as well as retaliation for the purpose of interfering with any right or privilege protected by Title IX. The Lead Title IX Coordinator oversees the college's response to all reports and complaints of sexual misconduct to monitor outcomes, identify and address any patterns or systemic problems, and to assess their effects on the campus climate. The Lead Title IX Coordinator also evaluates requests for confidentiality by those who report or complain about sexual misconduct in the context of the college's responsibility to provide a safe and welcoming campus environment for all students free from discrimination based on sex. Following a report or complaint of sexual misconduct, the college is required to conduct an adequate, reliable, impartial, equitable, and prompt investigation, including:

1. determining whether the report or complaint alleges conduct that may, upon further investigation, constitute prohibited sexual misconduct;
2. identifying if a formal complaint will be held;
3. appointing an investigative team to conduct that investigation;
4. determining whether reports and complaints are handled properly in a prompt and timely manner;
5. informing all parties regarding the disciplinary process and formal grievance procedures;
6. confirming that all parties have been notified of a decision and the right to, and procedures for, an appeal, if applicable;
7. maintaining information and documentation related to the investigation in a secure manner, consistent with the college's obligations to disclose information as required by law; and
8. monitoring compliance with timeframes set forth in the applicable procedures.

The Lead Title IX Coordinator can be contacted at (815) 921-1500; or by email at RVC-StudentConduct@RockValleyCollege.edu.

A person should contact the Lead Title IX Coordinator or a Deputy Title IX Coordinator to:

1. seek information or training about rights and available actions to resolve reports or complaints involving potential sex discrimination, including sexual misconduct;
2. file a complaint or make a report of sex discrimination, including sexual misconduct;
3. notify the college of an incident, policy or procedure that may raise potential Title IX concerns;
4. get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and ask questions about the college's policies and procedures related to sex discrimination, including sexual misconduct.

Domestic Violence and Dating Violence

involves a person knowingly, without justification, causing bodily harm to any family or household member, or making physical contact of an insulting or provoking nature with them. A family or household member includes spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child(ren) in common, person who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement

relationship, persons with disabilities and their personal assistants, and caregivers as defined in **Section 12-4.4a of the Illinois Domestic Violence Code**.

Stalking

is committed when a person knowingly engages in a course of conduct directed at a specific person, and they know or should know that their course of conduct would cause a reasonable person to fear for their safety or the safety of a third person, or causes them to suffer from emotional distress. It can also involve knowingly following a person and/or placing them under surveillance, on at least two separate occasions.

ASSISTANCE FOR VICTIMS OF SEXUAL VIOLENCE

You Have Been the Victim of Sexual Assault

Sexual Assault should be reported immediately to the RVC Police Department, and/or Title IX Coordinator, or their designee. The Title IX Coordinator, or their designee, will provide assistance by discussing options available at the college including; assistance with support services, information on college procedures, providing remedies or administrative measures, and providing answers to questions or concerns. The Chief of the Rock Valley College Police Department, or their designee, will complete a campus report and explain to the student their options for pursuing the complaint through the legal system. The Rock Valley College Police Department can also assist with the needed hospital treatment (or other appropriate agency) and investigation of the complaint. It is important to have prompt, thorough medical care after a sexual assault. The primary medical concerns are physical injuries, sexually transmitted diseases, and pregnancy. At the time of the medical examination, testing will also be done to collect evidence that can be used to prosecute the individual who committed the assault. For this reason, sexual assault victims should not bathe or change their clothing after an assault, because it could destroy evidence. Preserved evidence may be helpful in obtaining a protection order against the assailant.

The RVC Police Department will notify college officials and will report the complaint to the Title IX Coordinator, or their designee for determination of the need for campus adjudication to take place regardless of prosecution through the legal system.

Any case of sexual assault referred to the Title IX Coordinator, or their designee, will be investigated. Sanctions for students found responsible of sexual assault may range from disciplinary warning or probation to suspension or expulsion from the college.

Rock Valley College provides referral and counseling assistance for victims of sexual assault through the Title IX Coordinator, or their designee, and/or the RVC Personal and Success Counselor (located on the second floor of the Student Center Main Campus).

A victim may report directly to an RVC Personal and Success Counselor for immediate confidential response to obtain resources, discuss options, and to help navigate the process.

Crisis Centers



Additional sexual assault information and crisis center locations are available at the Illinois Coalition Against Sexual Assault (ICASA): ICASA.org.



You may also contact Rockford Sexual Assault Counseling, Inc. (RSAC): RSAConline.org. RSAC's services are confidential and free, 24 hours a day/7 days a week at (815) 636-9811.

CONSENT

Consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A person can withdraw consent at any time. There is no consent when there is force, threats, intimidation, or duress. A person's lack of verbal or physical resistance does not constitute consent. Consent to past sexual activity with another person does not constitute consent to future sexual activity with that person. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person cannot consent to sexual activity if such person is unable to understand the nature, fact, or extent of the activity or give knowing consent due to circumstances including without limitation the following:

- A. the person is incapacitated due to the use or influence of alcohol or drugs;
- B. the person is asleep or unconscious;
- C. the person is under the legal age to provide consent; or
- D. the person has a disability that prevents such person from having the ability or capacity to give consent.

DATING VIOLENCE

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of relationship, the type of the relationship, and the frequency of the interaction between the persons involved in the relationship.

SEXUAL EXPLOITATION

The use of another person's nudity or sexual activity without consent for the purpose of sexual gratification, financial gain, personal benefit, personal advantage, or any other non-legitimate purpose. Sexual exploitation includes, but is not limited to:

- A. without the knowledge and consent of all participants, observing, recording, or photographing nudity or sexual activity of one or more persons in a location where there is a reasonable expectation of privacy, allowing another to observe, record, or photograph nudity or sexual activity of one or more persons, or otherwise distributing recordings, photographs, or other images of the nudity or sexual activity of one or more persons;
- B. exposing one's genitals without consent of the other person(s); and
- C. sending sexually explicit materials to another person without consent of the recipient.

SEXUAL HARASSMENT

Sexual harassment is defined by college policy and set forth in the Student Code.

ORDERS OF PROTECTION AND NO-CONTACT ORDERS

In Illinois, a victim of domestic violence, dating violence, sexual assault or stalking has rights. Further, the college complies with Illinois law in recognizing orders of protection. Any person who obtains an order of protection from Illinois or any other state should provide a copy to the RVC Police. A complainant may then meet with the RVC Police to develop a "Safety Action Plan," which is a plan for RVC Police and the victim to reduce risk of harm while on campus or coming and going from campus.

Rock Valley College provides students and employees with written notification about existing counseling, health, mental health, victim

advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community. They will also be provided with information about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The college will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless if the victim chooses to report the crime to campus police or local law enforcement.

This information is available in the "Know Your Rights" booklet published by the college.

CONFIDENTIALITY

The college will attempt to protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking, consistent with its legal obligations to protect the safety of the campus community.

Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims have the right to require that directory information about them not be disclosed. To make this request, a student must submit a "Request to Suppress Directory Information" to the Office of the Registrar (815) 921-4250. Students who request suppression of directory information usually do so because of serious, even dangerous, circumstances. It is critical that their privacy be protected in every situation. If a student has elected to suppress directory information, the college will respond to inquiries as follows:

"There is no information available for any student by that name."

Police reports in the state of Illinois are public records, and the college Police cannot hold reports of crimes in confidence. However, victim information is redacted in reports requested via the Freedom of Information Act (FOIA). Confidential reports for inclusion in the annual disclosure of crime statistics can be made to other campus security authorities.

INTERIM PROTECTIVE MEASURES AND SANCTIONS

The college may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all of the following actions: no contact orders, no trespass orders, and changes to class schedules.

RESULTS OF DISCIPLINARY HEARINGS

Rock Valley College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the

alleged victim is deceased as a result of the crime or offense, RVC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Results of hearings should be released to the victim and the accused on the same day.

HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

RISK REDUCTION

With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org):

1. **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you and charged** and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.

11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word** with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Student Code of Conduct Policies

The college recognizes each student's procedural right to due process, which includes providing notice setting forth alleged violation(s) of the Student Code of Conduct (hereafter referred to as the "Code"), and a speedy and fair hearing/administrative meeting. An appeals process is available to students that are suspended or expelled from the college. Any member of the college community can initiate accusation of an alleged violation. If a student referred to the Dean of Students for an alleged violation, he or she will receive notice of the alleged violation which will include a request for an administrative meeting with the Dean of Students, or their designee.

Procedural Right to Due Process

Any student facing possible disciplinary action is entitled to the following procedural due process:

- To be notified of the allegations against them
- The right to a speedy and fair hearing/administrative meeting

- To know the nature of the information against them, unless release of the information would endanger the health or safety of victim(s) or witness(es)
- To present information and/or witnesses relevant to the allegation
- To appeal a sanction of suspension or expulsion, if applicable

College Jurisdiction

Jurisdiction is maintained between periods of enrollment for all students. The term “student” includes all persons taking courses at Rock Valley College, either full-time or part-time, in person or online. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular term, but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered “students.”

This Code applies to all college locations including the Main (Mulford) Campus, Stenstrom Center, RVC Downtown, and all other sites.

Sanctions may be imposed for prohibited conduct which occurs on college premises, at off-campus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at college-sponsored extracurricular activities or events when a student serves as a representative of the college, or in the instance of using college technology or property.

Student Conduct & Conflict Resolution Model

The Dean of Students, or their designee, shall determine whether the Code shall be applied to conduct occurring off campus in accordance with the best interests of the college. Sanctions may be imposed for conduct that occurs on- or off-campus which substantially interferes with the college’s operation or educational programs or the safety and welfare of the college community. A substantial college interest is defined to include:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of themselves or others
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder
- Any situation that is detrimental to the educational mission and/or interests of the college



The Student Code of Conduct may be applied to behavior conducted online, via email, or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private.

These postings

can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The college does not regularly search for this information, but may take action if and when such information is brought to the attention of college officials.

Records maintained and/or created by a law enforcement unit of an educational institution for purposes of law enforcement are not considered “student records” under the **Family Educational Rights and Privacy Act (“FERPA”)** and may be released to third parties as necessary without violating FERPA. Contact the RVC PD on how to view law enforcement records.

Violations of The Law

- College discipline may be imposed on students charged with an off-campus violation of federal, state, or local laws even when there is no accusation of any other violation of the Code.
This action is necessary to provide for the safety and welfare of the college community. Disciplinary action may be taken and sanctions imposed only for grave misconduct, which demonstrates flagrant disregard for the college community.
- College disciplinary proceedings may be instituted against a student charged with violation of a federal, state, or local law which is also a violation of this Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code, however, the college may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of law on campus, and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.

STUDENT CODE OF CONDUCT

Students accused of crimes may request to take a leave from the college until the criminal charges are resolved. In such situations, the college procedure for voluntary leaves of absence is subject to the following conditions;

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial
- The responding students must comply with all interim actions and/or restrictions imposed during the leave of absence
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed

Conduct Process Overview

A. Reporting a Code Violation

Any member of the college community may file a Code violation allegation against any student (with the exception of complaints of academic misconduct – faculty have original jurisdiction over these matters). Reports may be sent to the Dean of Students, or their designee. Reports can be made in person or online at: RockValleyCollege.edu/DeanofStudents.

There is no time limit on reporting violations of the Code; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the college's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students Office, or RVC Police Department.

B. Notice and Response

Within 30 business days of receiving an alleged Code violation, the Dean of Students, or their designee, will notify the responding student of the allegation.

The notice shall include:

- (1) the alleged Code violation
- (2) the opportunity for the student(s) to meet with the Dean of Students for purposes of resolving of the allegation(s)

The student may choose to have an "advisor or support person" accompany them during the meeting (such as a peer, friend, family member, or Rock Valley College employee). The advisor/support person may be present during the administrative meeting, but may not speak for or on behalf of the student.

If the student does not meet with the Dean of Students, or their designee, or chooses not to participate in the process within 10 business days of the notice, the Dean of Students will make a decision without input from the student.

A student against whom a Code violation has been filed and/or disciplinary charges are pending may have a "hold" placed on their academic record until charges are resolved. A hold will prevent the student from requesting an official transcript, registering for classes or withdrawing, dropping courses, etc.

STUDENT CONDUCT EXPECTATIONS

Rock Valley College considers the behavior described in the following section below as inappropriate for the college community and in opposition to the core values and qualities set forth in this document. These expectations and rules are applied to all students. The college encourages community members to report to college officials all incidents that involve the following actions. Any student found to have committed, or to have attempted to commit, the following misconduct is subject to the sanctions outlined in this document.

Abuse of Conduct Process:

1. Failure to obey a notice from a college official to appear for an administrative meeting or hearing as part of the Code process
2. Falsification, distortion, or misrepresentation of information before the Dean of Students, their designee, and/or the Conduct Review Board
3. Disruption or interference with the orderly conduct of Code proceedings
4. Attempting to discourage an individual's proper participation in, or use of the Code system
5. Attempting to influence the impartiality of a member of the **Conduct Review Board** prior to and/or during the course of the Code proceeding

6. Harassment (verbal, written, or physical) and/or intimidation of a member of the **Conduct Review Board** prior to, during, and/or after a Code proceeding
7. Failure to comply with the sanctions(s) imposed under the Code
8. Influencing or attempting to influence another to commit an abuse of the Code system
9. Being an accessory to any person on the college campus who violates this Code

Alcohol and Other Substances, or Acts

10. Possession, use, to distribution of alcohol or paraphernalia, except as expressly permitted by law
11. Possession, use, distribution, of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law
12. Under the influence of drugs, or alcohol, or public intoxication
13. Prescription Medications, abuse, misuse, or distribution of prescription of over the counter medications
14. Smoking or use of tobacco or electronic smoking devices on any RVC campus property is prohibited as of July 1, 2015. See RVC adoption of **Illinois Smoke Free Illinois Act - 410 ILCS 82**

College Officials and Resources

15. Failure to comply with reasonable directives of college officials or RVC Police Officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
16. Forgery, alteration or misuse of any college document, record, electronic file, form, or instrument of identification or providing false information to a college official, or college business office, on behalf of oneself, or another, to defraud the college or falsify a college record or document.
17. Unauthorized possession, duplication or use of identification badges, and keys to any college premises or unauthorized entry to or use of college premises
18. Personal misrepresentation, defined as representing oneself as another, giving false information to any college official, or alleging to represent the college or any of its recognized organizations without specific prior consent of the respective college official(s)
19. Trademark, unauthorized use (including misuse) of college or organizational names and images

Disruptive Behavior

20. Substantial disruption of college operations including obstruction of teaching, learning, research, administration other college activities and/or other authorized non-college activities which occur on campus. Including, its public service functions on- or off-campus
21. Conduct that is lewd or indecent. May include deliberately and publicly exposing one's intimate body parts, public urination, defecations, and public sex acts
22. Leading or inciting others to disrupt scheduled and/or normal activities within any college building or area
23. Rioting, causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property

24. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community
25. Health and safety-creation of health and safety hazards such as dangerous pranks, or acts, on the college premises

Technology

26. Violations of the "RVC Acceptable Use of Information Technology Systems Policy." (Refer to the college website for the entire policy.) The policy can be found at: RockValleyCollege.edu/AcceptableUse.
27. Unauthorized use of cell phones and other communication devices in all instructional areas, the Estelle M. Black Library, computer labs, and including all labs and classrooms during instructional sessions or while participating in college-sponsored educational programs or activities on- or off-campus

Theft and Property

28. Intentional and unauthorized taking of college property or the personal property of another, including goods, services, and other valuables
29. Knowingly taking or maintaining the possessions of stolen property

Damage and Destruction

30. Intentional, reckless and/or unauthorized damage to, or destruction of, college property or the personal property of another
31. **Unauthorized Entry** - misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a college building
32. **Fire Safety** - violation of local, state, federal, or campus fire policies include, but not limited to, intentionally or recklessly causing a fire which damages college or personal property or causes injury. Failure to evacuate a college-controlled building during a fire alarm, or tampering with or improperly engaging a fire alarm or detection/control equipment on college property

Threatening or Alarming Conduct

33. **Threatening Behaviors** - written, physical, or verbal conduct that intimidates or causes a reasonable expectation of injury to the health or safety of any person or damage to any property
34. **Intimidation** - threats or acts that cause a reasonable fear of harm to another
35. **Harm to persons** - intentionally or recklessly causing physical harm or endangering the health or safety of any persons
36. Conduct to alarm or disturb another and/or provoke a breach of the peace
37. Initiation of or participation in a hate crime as defined in *Illinois Criminal Code 720/ILCS 5/12-7.1*
38. **Bullying and Cyberbullying** - bullying and cyber bullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression
39. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in

a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violations. Failing to intervene to prevent and/or failing to discourage or report those acts may also violate this Code

40. Intimate partner/relationship violence or abuse by a person in an intimate relationship with another
41. **Stalking** - stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear
42. **Sexual misconduct** - includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation. (See RVC Sexual and Other Harassment Policy on page 5.)
43. Deliberate attempts to use gang representation signing or graffiti-tagging to cause alarm
44. Participating in on-line behavior, or use of electronic technology to harass, threaten or intimidate another member of the college community, delivered by Facebook, email, blogs, web pages, Twitter, text or instant messaging, social networking sites, and any other electronic entries. The college does not regularly seek out this information, but will take action if and when such information is brought to the attention of college officials

General Compliance

45. **Discrimination** - any act or failure to act that is based upon an individual or group's actual or perceived status; sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status, that is sufficiently severe that it limits or denies the ability to participate in or benefit from the college's educational program or activities
46. **Harassment** - any unwelcome conduct based on actual or perceived status including; sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials who will act to remedy and resolve reported incidents on behalf of the victim and community. (See RVC Sexual and Other Harassment Procedures on page 6.)
47. **Retaliation** - any intentional, adverse action taken against another individual that has, in good faith, reported an alleged Code or college policy violation
48. **Collusion** - the act or inaction with another or others to violate the Code
49. **Trust** - the violations of positions of trust within the college community
50. Violation of published other college policies, rules or regulations
51. Violation of student life clubs and organizations regulations and policies
52. Violation of local, county, state, or federal law, whether it is on or off campus, when the Dean of Students is notified a definite college interest is involved and/or where the student misconduct distinctly and adversely affects the college's pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the college.

Weapons

- 53.** The college prohibits anyone from wearing, transporting, storing, or possessing firearms or other weapons on college property (including college-owned vehicles, personal vehicles and parking lots), at college-sponsored or college-related functions or events, and during times when acting as a representative of the college whether on or off college premises. Individuals who commit such acts may be removed from college premises and/or subject to disciplinary action, criminal penalties, or both. The term “weapon” is defined in accordance with state law and includes any object or substance designed to inflict a wound or cause bodily injury or damage to property. “Weapons” does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.
- This does not apply to any certified law enforcement personnel engaged in official duties.
 - Activities requiring use of the prohibited items may be conducted only with the approval of the Chief of Police, RVC Police Department.
 - Illinois Concealed Carry license holders cannot legally carry their weapons on campus, but may store their weapon in their vehicle, in a locked container, compartment, or trunk, out of plain view, as provided in the Illinois Concealed Carry Act.

NOTE: Please also see pages 4 and 5 regarding “Weapons” Policies.

CONDUCT SANCTIONS

One or more of the following sanctions may be imposed upon any student for any single violation of the Code or other college policies, rules or regulations.

A. Temporary Suspension

In certain circumstances, the Dean of Students or RVC Police Department, or their designee, may impose a college temporary suspension prior to an administrative meeting and/or the hearing before a Conduct Review Board.

Temporary suspension may be imposed only:

- To ensure the safety and well-being of members of the college community or preservation of college property;
- To ensure the student’s own physical or emotional safety and well-being; or
- If the student poses a definite threat of disruption of or interference with the normal operations of college.

During the temporary suspension, students will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

Students may be allowed make-up privileges if they are found not to have violated the Code. This will be at the discretion of the Dean of Students, Faculty, and the Academic Dean.

B. Warning

An unofficial written notice that the student’s conduct was inappropriate for the educational environment and future violations will result in more severe sanctioning.

C. Disciplinary Probation

A reprimand for the violation(s) of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student

is found to be violating any institutional regulation(s). Regular probationary meetings may also be imposed.

D. Discretionary Sanctions

Work assignments, Community Service, other service to the college or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the Dean of Students).

E. Loss of Privileges

Denial of specified privileges for a designated period of time.

F. Restitution

Repayment for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

G. Withdrawal from Class

Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.

H. Limited Access

Administrative restriction to selected parts/locations of campus buildings.

I. Educational programming

Educational programming - required to attend, participate, or present in a program related to the violation. Student may be required to pay for any cost related to participation in the program, may include online programs. Student may be asked to complete a reflection paper as part of the outcome of this sanction.

J. Behavioral Requirement

Student may be required to provide proof of participation or completion of recommendations which includes required activities, but not limited to; seeking academic advising, personal counseling, substance abuse screening, etc.

K. College Suspension

Separation of the student with possible loss of tuition and fees from the college for a designated period of time, after which the student may be eligible to return. Student must meet with Dean of Students prior to registering for courses to discuss Conditions for re-enrollment. Conditions may include ineligibility for specific courses, services, and the restrictions.

L. College Expulsion

A permanent separation from the college with consequent loss of tuition and fees. Due to the severity of this sanction it may be noted on the student’s official college academic transcript.

M. Parental Notification

The college reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under the age of 21 for alcohol and or their drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

N. College Record

A hold may be placed on a student’s academic record, denying them access to official transcripts, registration or degree until all of the obligations of the college conduct process and/or assigned sanctions are completed.

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students, or their designee.

Sanctions may be imposed upon college groups or organizations found to have violated the Code; such as deactivation, de-recognition, or loss of all privileges including the status as a

college-registered organization for a specific period of time, or one or more of the sanctions listed above.

Student Discipline/Conduct Procedure

Conduct procedures are based on fundamental fairness practices and preponderance of evidence. They are not formal legal proceedings and are not subject to the same rules that govern civil or criminal hearings including, but not limited to, the rules of evidence.

A. PRELIMINARY INVESTIGATION AND ADMINISTRATIVE MEETING WITH THE DEAN OF STUDENTS

The Dean of Students, or their designee, will conduct a preliminary investigation to determine if the allegation has merit. If the allegation can be disposed of at the preliminary investigation stage, such disposition will be final and there will be no subsequent proceedings.

If necessary, the Dean of Students, or their designee, shall meet with the responding student and inform the student of their procedural rights to due process. The Dean, or their designee, may determine the following:

- Find student responsible for Code violation(s)
- Issue sanctions for Code violations
- Dismiss the case
- Refer parties to conflict resolution or mediation
- Refer case to Behavioral Intervention Team (BIT)
- Refer student to educational programming
- Refer student to RVC Personal and Success Counselor
- Refer the case to the appropriate college administrator, or their designee
- Refer to community resource

The Dean of Students, or their designee, will notify the student in writing within **20** business days of the decision.

The outcome of the conduct process is part of the education record of the responding student and is protected from release under FERPA, except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "Crime of Violence" or forcible or nonforcible sex offense, the college will inform the alleged victim/party bringing the complaint in writing of the final results of an administrative meeting regardless of whether the college concludes that a violation was committed. Such release of information may only include the alleged students, responding students name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX Coordinator, or their designee, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the college determines through the student conduct process that a student violated a policy that would constitute a "Crime of Violence," the college may also release the above information publicly and/or to a third party. FERPA defines "crimes of violence" to include: Arson, Assault offenses (includes stalking), Burglary, Criminal Homicide (Manslaughter by negligence), Criminal Homicide (Murder and non negligent manslaughter), Destruction /damage/vandalism of property, kidnapping/abduction, Robbery, Forcible sex offenses, Non-forcible sex offenses.

B. APPEAL PROCESS

1. Appeal of Sanctions:

The **Conduct Review Board** or Chief Academic Officer (CAO) will hear cases of appeal for suspension or expulsion sanctions only. The "**Conduct Review Board**" may consist of a minimum of three (3) individuals and no more than six (6), two (2) faculty members appointed by Academic Affairs, two (2) students appointed by the Manager of Student Life, and two (2) Student Development administrators (one of whom will serve as non-voting Chair) appointed by the Chief Academic Officer (CAO). The Dean of Students, or their designee, shall serve as non-voting Secretary and advisor to the **Conduct Review Board**. No **Conduct Review Board** member may sit on the Board during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student. The Chair of the **Conduct Review Board** may establish a hearing format consistent with this Code. In cases involving more than one responding student, the chair of the **Conduct Review Board** and the Dean of Students, or their designee, will determine if hearings or conferences concerning each student will be conducted jointly or separately.



Main Campus
Student Center, ground floor

2. Appeal Hearing Procedures:

Formal appeal hearings will be conducted by the **Conduct Review Board** or the Chief Academic Officer (CAO) according to the following guidelines:

- a. A written appeal must be received within 10 business days from sanction notice date, sent by the Dean of Students.
- b. The Dean of Students, or their designee, will determine if the appeal will be referred to the **Conduct Review Board**, or the Chief Academic Officer (CAO).
- c. The Dean of Students, or their designee, will notify the student of the appeal hearing within 15 days of receipt of appeal request. The notice will include the date, time, location, and type of hearing.
- d. Decisions made by the **Conduct Review Board** or Chief Academic Officer (CAO), are final.

3. The Student's Role:

- a. The student must submit an appeal in writing, within 10 business days of the date of the sanction notice to the Dean of Students.
- b. The responding student may be accompanied by an advisor. The advisor may attend the hearing with the student to support them. The responding student and advisor may be present during the entire hearing, but neither may be present during deliberations of the **Conduct Review Board**. In no event, may the advisor participate directly by speaking for the student or questioning witnesses or the **Conduct Review Board**. Admission of any other person to a **Conduct Review Board** hearing will be at the discretion of the Chair.
- c. Both the responding student and the complaining parties may present information, including witnesses and written statements.

4. The Dean of Students' Role:

- a. Notify the student by certified mail of the appeal hearing within 15 business days in advance of the hearing. The letter will inform the student of:
 - The violation(s) and assigned sanction
 - The time, date, and location of the hearing
 - If the appeal will be heard by the **Conduct Review Board** or the Chief Academic Officer (CAO).
- b. The Dean of Students, or their designee, shall notify the student via certified mail, return receipt requested within 15 days of the appeal decision by the **Conduct Review Board** or the Chief Academic Officer (CAO).

5. Chief Academic Officer (CAO) Role:

- a. Review the written appeal
- b. Review all documents or information available pertaining to the case
- c. Meet with the student who originated the appeal
- d. Arrive at a decision within 10 business days after hearing the appeal
- e. The Chief Academic Officer (CAO) will communicate to student in writing the results of their decision. A copy of this letter will be provided to the Dean of Students Office.

6. Conduct Review Board Role and Process:

- a. Hearings will be closed to the public.
- b. In all cases, information related to the case will be presented and considered whether or not either party is in attendance.

- c. Quorum for a hearing requires that a minimum of three (3) **Conduct Review Board** members are present for the hearing.
- d. Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.
- e. The **Conduct Review Board** may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation via telephone, video-phone, closed-circuit television, video conferencing, CD/DVD, audio tape, written statement, or other means.
- f. Both the responding student and the complaining parties may present information, including witnesses and written statements. The Chair of the **Conduct Review Board** will determine the format of the hearing, the admissibility of witnesses or written statements, and may elect not to hear such information if deemed redundant or irrelevant.
- g. The Chair of the **Conduct Review Board** retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.
- h. The Chair of the **Conduct Review Board** may opt to hear the witnesses separately.
- i. There will be a single verbatim record, such as an audio recording, of all hearings before the **Conduct Review Board**. Review of the verbatim record may only occur on college premises and in the presence of the Dean of Students, or their designee. The verbatim record is property of the college.
- j. Determination of final sanction shall be made based on the preponderance of evidence.
- k. Decisions by the **Conduct Review Board** shall be by majority vote of the members present for the hearing. A decision reached by the **Conduct Review Board** is final.

NOTE: If the sanction decision is overturned by the **Conduct Review Board** or the Chief Academic Officer (CAO), and if coursework has been missed as a direct result of action taken against the student, appropriate accommodations may be made in order to assist the student.

Interpretation & Revision

Any question of interpretation regarding the Code may be referred to the Interim Dean of Students, or their designee, for final determination. The Code may be periodically reviewed and amended as necessary under the direction of the Dean of Students, or their designee. See the college website for the most recent version. For more information on the Code, contact the Interim Dean of Students, located in the Student Center, via telephone at (815) 921-4284 or via email: RVC-StudentConduct@RockValleyCollege.edu.

Rock Valley College Student Code of Conduct Adopted August 21, 2006; Revisions, June 2010; August 2012; June 2013; July 2014; and August 2015.

CAMPUS SEX CRIMES PREVENTION ACT

On October 28, 2002, the Campus Sex Crimes Prevention Act became effective. This is in conjunction with the federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

The act amends the “**Jacob Wetterling Crimes Against Children Act**” and “**Sexually Violent Offender Registration Act**” to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Sex offenders who fail to register their status as a student or employee at an institution of higher education are in violation of the Registration Act and face arrest.

This act also amends the “**Jeanne Clery Act**” to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, advising the “Campus Community” where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

The Illinois State Police provides a listing of sex offenders required to register in the state of Illinois. The database is updated daily and can be found at the following website: ISP.state.il.us/sor.

The RVC Police Department also maintains a “Sex Offender List” that lists all known sex offenders who are students and employees at Rock Valley College. This Sex Offender List is available for viewing on the RVC Police Department on the Main (Mulford) Campus, in both the Information Center (located on the first floor of the Student Center-SC), and the RVC Police Department office (located in the Student Support Building-SSB, Room 1100), Aviation Career Education Center-ACEC, and RVC Downtown-RVCD. You may call the RVC PD (815) 921-4357 for more information.

In addition, registered sex offenders are required to meet with the Dean of Students, or their designee, prior to the beginning of each semester they are enrolled.

Lastly, the act amends the **Family Educational Rights and Privacy Act of 1974 (FERPA)** to clarify that nothing in the act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

ACCUMULATION OF CRIME STATISTICS

Crime statistics are gathered throughout the year utilizing campus police dispatch and report records. The Rock Valley College Police Department also contacts several college departments and determines where RVC is holding off-campus classes and activities. The police agencies who have jurisdiction over the off-campus locations are then contacted and any crime statistics concerning crimes committed during RVC classes or activities at these off-campus locations are requested. All crimes occurring at off-campus RVC classes or activities which the “**Jeanne Clery Act**” requires in the Annual Security Report are included in our annual report. Rock Valley College does not have any officially recognized student organizations with off-campus facilities or housing.

Campus security authorities as defined by the Clery Act are also contacted during the year to report crimes that may have been reported to them but not to campus police. Campus security authorities are defined as campus employees who have significant responsibility for student and campus activities. If the incident is believed to be founded, it is included in the Annual Security Report.

The Annual Security Report is completed prior to October 1st each year and students, staff, and faculty are notified of the reports availability via an email sent to their RVC email account. The report is also available online at: RockValleyCollege.edu/PublicSafety.

ROCK VALLEY COLLEGE “COUNSELORS & CONFIDENTIAL CRIME REPORTING” PROTOCOL

Persons wishing to report criminal offenses for the purpose of inclusion in the annual statistical disclosure should report this information to the RVC Police, the Dean of Students office, or a campus security authority (CSA).

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis, for inclusion into the annual crime statistics. If they wish to remain anonymous and have their reported crimes included in the annual crime statistics, victims and witnesses may report through the RVC counselor acting as a professional counselor or may use the confidential reporting methods listed below.

Reporting Options:

- **Anonymous Reporting:** (815) 921-1500
Lead Title IX Coordinator
- **Electronic Reporting for All parties:**
(also has the option of reporting anonymous electronically):
RockValleyCollege.edu/SexualAssault
- **Third Party & Bystander Reporting:** (815) 921-4187
- **Confidential Reporting:** (815) 921-4100
RVC Personal & Success Counselor

THE RULEMAKING COMMITTEE DEFINES COUNSELORS AS:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution, whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Rock Valley College CSAs are campus police staff, Student Life Manager, student club advisors, athletic director or coaches, Dean of Students, and academic advisors.

All incident reports received from CSAs are reviewed by the campus police. The Dean of Students office is consulted if necessary. If an incident reported to a CSA is believed to be founded, and meets the requirements of a Clery Act defined crime, it is included in the Annual Security Report. Reviewed CSA incident reports, founded and unfounded, will be retained in the Clery Act files for that specific reporting period.

The Annual Security Report will be completed prior to October 1st each year and students, staff, and faculty will be notified of the reports availability via a postcard mailed to their residence or by an email notification sent to their campus email address. A notification notice will also be printed in college class catalogs each semester. The Annual Security Report will be available on the Rock Valley College website for online viewing. A copy of the Annual Security Report will be mailed to anyone who requests a paper version of the document.

DEFINITIONS OF TERMS (per Jeanne Clery Act)

- A. The term **“academic year”** is defined as beginning with the fall semester, spring semester, and the two (2) summer sessions.
- B. The term **“responding student”** means any student accused of violating the Code of Conduct.
- C. The term **“administrative meeting”** is defined as a discussion between the Dean of Students, or appointed designee, and the student(s) who committed an alleged code violation, to resolve the matter(s).
- D. The term **“advisor”** or **“support person”** is defined as a friend, family member, staff /faculty member of the College, or peer.
- E. The term **“business day”** is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holidays recognized by the College.
- F. The term **“the Code”** means Student Code of Conduct.
- G. The term **“College”** means Rock Valley College.
- H. The term **“College official”** includes any person employed by the College performing assigned administrative or professional staff responsibilities.
- I. The terms **“College premises,” “Campus(es),” “On Campus(es),” “Non Campus(es),” “Off Campus(es),” and “all other sites,”** includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- J. The term **“complainant”** means any person who submits a charge alleging that a student violated this Code.
- K. The **“Conduct Review Board”** consists of two faculty members appointed by Academic Affairs, two (2) students appointed by the Manager of Student Life, and two (2) administrators (one of whom will serve as non-voting Chair) appointed by the Provost. The Conduct Review Board will only consider an appeal to sanctions of suspension or expulsion imposed by the Dean of Students, or appointed designee.
- L. The term **“faculty member”** includes any person who is either a credit or non-credit, full- or part-time, teacher, coach, or librarian.
- M. The term **“student”** includes all persons taking courses at Rock Valley College, either full-time or part-time, in person or online, persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students.” This Code does apply at all locations of the College.
- N. The term **“sanction”** is defined as a penalty or punishment for disobeying a law or rule.
- O. Campus Security Authority is also referred to CSA

Main Campus located at
3301 N. Mulford Road, Rockford, IL 61114
on the northeast corner of
N. Mulford & Spring Brook Roads



Main Campus
overlooking Spring Creek
(which runs through the campus),
with the Educational Resource Center (ERC)
and Classroom Building II (CLII)



Aviation Career Education Center (ACEC)
located at
6045 Cessna Drive, Rockford, IL 61109
near the Chicago-Rockford International Airport

RVC Downtown (RVCD)
located at
99 East State Street, Suite 200
Rockford, IL 61104
*in the Rockford Register Star
building on the 2nd Floor*



Bell School Road Center (BELL) located at
3350 N. Bell School Road
(which is home to the Center for Learning in Retirement-CLR)
Rockford, IL 61114
on the southwest corner of N. Bell School & Spring Brook Roads



**Stenstrom Center for Career Education (SCCE),
formerly Samuelson Road Center (SAML)**
located at 4151 Samuelson Road, Rockford, IL 61109
just east of Rockford Jefferson High School



Work Force Connections
located at
303 N. Main Street
(Supply Core Building)
Rockford, IL 61101
*on the northeast corner of
N. Main & Jefferson Streets*



**Cold Forming Training
Center (CFTC)**
located at
424 Buckbee Street
Rockford, IL 61104;

Main Campus | 3301 N. Mulford Road, Rockford, IL 61114

Offenses	On Campus			Non Campus ²			Public Property ²		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER	0	0	0	0	0	0	0	0	0
ROBBERY	1	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	1	0	1	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	1	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	2	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	1	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	3	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. Unfounded crimes consisted of 1 burglary and 1 motor vehicle theft 2019. | No hate crimes 2019, 2020, 2021.

Aviation Career Education Center (ACEC) formerly Falcon Road Center | 6045 Cessna Drive, Rockford, IL 61109

Offenses	On Campus			Non Campus ²			Public Property ²		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2019, 2020, 2021. | No hate crimes 2019, 2020, 2021.

Bell School Road Center (BELL) | 3350 Bell School Road (houses CLR), Rockford, IL 61114

Offenses	On Campus			Non Campus ²			Public Property ²		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2019, 2020, 2021. | No hate crimes 2019, 2020, 2021.

Cold Forming Training Center (CFTC) | 424 Buckbee Street, Rockford, IL 61104

Offenses	On Campus			Non Campus ²			Public Property ²		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2019, 2020, 2021. | No hate crimes 2019, 2020, 2021.

RVC Downtown (RVCD) | 99 E. State Street (RR Star Building), Rockford, IL 61104 (Facility began operation in July 2016)

Offenses	On Campus			Non Campus ²			Public Property ²		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	2	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2019, 2020, 2021. | No hate crimes 2019, 2020, 2021.

Stenstrom Center for Career Education (SCCE) formerly Samuelson Road Center (SAML) | 4151 Samuelson Road, Rockford, IL 61109

Offenses	On Campus			Non Campus ²			Public Property ²		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	1	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2019, 2020, 2021 | No hate crimes 2020, 2021 | Hate crimes -2019 Criminal Defacement (prejudice = race)

Work Force Connection | 303 N. Main Street (Supply Core Building), Rockford, IL 61101

Offenses	On Campus			Non Campus ²			Public Property ²		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2019, 2020, 2021. | No hate crimes 2019, 2020, 2021.

Rock Valley College

ROCK VALLEY COLLEGE POLICE DEPARTMENT (RVCPD)

3301 N. Mulford Road | Rockford, Illinois 61114-5699

Emergency Phone 911

Non-Emergency Phone (815) 966-2900 or RVC Police Administrative (815) 921-4357

Main Switchboard: (815) 921-4000 or Toll Free: (800) 973-7821

For this Annual Security Report: RockValleyCollege.edu/PublicSafety

For more about the Rock Valley College Police Department: RockValleyCollege.edu/RVCPD

Personnel Report

Recommendation: The Board of Trustees approves the following personnel actions:

A. APPOINTMENTS

Yousra Salem, Chemistry Instructor, Full-Time Faculty (FT), Lane II, Step 7, \$66,925 prorated for the balance of the academic year, effective January 13, 2023.

Bruce Shapiro, Math Instructor, Temporary Full-Time Faculty (TFT), Lane VII, Step 10, \$39,007 effective January 13, 2023, for the Spring semester only.

Michael Parola, Math Instructor, Temporary Full-Time Faculty (TFT), Lane II, Step 5, \$32,713 effective January 13, 2023, for the Spring semester only.

_____ Biology Instructor, Full-Time Faculty (FT), Lane ____, Step ____, \$_____ effective _____, ____, 20__.

_____ Nursing Instructor, Full-Time Faculty (FT), Lane ____, Step ____, \$_____ effective _____, ____, 20__.

Cynthia Schaefer, Dean of Early College, Full-time, ADM, Grade E, \$75,800 annually, prorated for the balance of the fiscal year, effective December 14, 2022.

B. DEPARTURES

Todd Dailing, AVM Instructor, Full-Time Faculty, retiring effective May 19, 2023.

Cornell Bondurant, Dean of Non-Credit Programs, is resigning effective November 18, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

College Closure - December 27, 28, and 29, 2022

BACKGROUND:

Board Policy 2:10.050, Official College Holidays, provides that Rock Valley College will celebrate Christmas Day and New Year's Eve Day each year as a paid holiday for employees.

Christmas Day, December 25, 2022, will be observed on Monday, December 26, 2022, due to the holiday falling on the weekend. New Year's Eve Day, December 31, 2022, will be observed on Friday, December 30, 2022, due to the holiday falling on the weekend. The campus will be open on Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Thursday, December 29, 2022. As stated in Board Policy 2:10.050, the Board of Trustees reserves the right to designate additional days that the College will be closed.

RECOMMENDATION:

It is recommended that the Board of Trustees closes Rock Valley College on Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Thursday, December 29, 2022, and designate those days as additional paid days off for employees scheduled to work. Members of the Fraternal Order of Police (FOP) and Support Staff Association (SSA) who are required to work on any of those days to keep the campus safe and secure will be paid in accordance with their respective collective bargaining agreements, treating compensation for those days as a campus closure day.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Memorandum of Understanding Between
Rock Valley College and the Rock Valley College Foundation**

Background:

The Rock Valley College Foundation solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College and to support its educational mission.

The Foundation has provided valuable support to Rock Valley College and its students, and Rock Valley College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes.

Rock Valley College and the Foundation wish to continue this relationship and believe it is in the best interest of both parties to document the respective rights, responsibilities, and obligations of Rock Valley College and the Foundation as stated in the updated Memorandum of Understanding.

This memorandum shall be reviewed by both parties on a biennial basis. The RVC Foundation will initiate the review in December of each even-numbered year, with the review process to be completed by the College and the Foundation no later than February of the year immediately following.

Through the biennial review process, it is the intent of both parties that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #7894 dated January 25, 2022.

Recommendation:

It is recommended that the Board of Trustees approves the updated Memorandum of Understanding between Rock Valley College and the Rock Valley College Foundation. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____

Secretary, Board of Trustees

Attachment: Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
BETWEEN ROCK VALLEY COLLEGE,
ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511
AND
ROCK VALLEY COLLEGE FOUNDATION

The Rock Valley College Foundation (“Foundation”) solicits, receives, manages and dedicates funds and property for the use and benefit of Rock Valley College, Illinois Community College District No. 511 (“College”) and to support its educational mission. The Foundation has provided valuable support to the College and its students, and the College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. The Foundation and the College (together “the parties”) wish to continue this relationship and believe it is in their mutual best interest to memorialize the respective rights, responsibilities, and obligations of the College and the Foundation that constitute the basis of this relationship.

Therefore, for the mutual covenants and benefits set forth below, the parties agree as follows:

1. Duties, Responsibilities & Obligations of the College

The College agrees to do each of the following for the Foundation during the existence of this Memorandum of Understanding:

- a) To provide the services of a full-time College employee who shall function as the Chief Development Officer, and to whom the College President or his/her designee will provide supervision, guidance and support in conjunction with the Foundation.
- b) To provide the services of a full-time College employee who shall function as the Director of Development, supervised by the Chief Development Officer.
- c) To provide the services of a full-time College employee who will serve as the Foundation Specialist supervised by the Chief Development Officer.
- d) To provide the services of the equivalent of one full-time College employee who shall function as the Administrative Assistant of the Foundation supervised by the Chief Development Officer.
- e) To annually designate a member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- f) To provide additional employee assistance to account for the revenue and expenditures of the Foundation and each project/activity undertaken by it, and to

assist the Foundation with annual financial statement preparation and 990 completion.

- g) To provide office space for the employees named above.
- h) To provide IT support in the form of voice, video, data services, web development and/or web hosting services, including necessary hardware and software resources, installation and connectivity, maintenance and support, technical training, and IT-related benefits extended to College employees.
- i) To allow educational training for the Chief Development Officer and other College employees supporting the Foundation, as necessary, to keep their skills and knowledge current.
- j) To transfer to the Foundation, when received by the College, unrestricted and restricted gifts that are consistent with the purpose and mission of the College and the Foundation.
- k) To honor the terms, conditions, or limitations imposed by the donor or legal determination on any gifts accepted from the Foundation. The College will notify the Foundation of its agreement to accept a gift and will notify the Foundation if it cannot or will not accept a specific gift and the reasons for same.
- l) To help promote and further the mission and goals of the Foundation with the business community and the general public.
- m) To enter into a future mutually agreeable fundraising partnership with the Foundation for possible Capital Campaigns.
- n) To assist in arranging an annual financial audit of the Foundation by the College's audit firm.
- o) To meet at least annually with representatives of the Foundation Board to communicate the institutional priorities and long-term plans as approved by the College Trustees and cooperatively project future College needs (including capital needs) and funding programs and opportunities for immediate and long-range planning purposes.
- p) To provide for the Foundation a comprehensive program of property, casualty, and liability insurance, including but not limited to Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Crime, Errors and Omissions, and Director's & Officers, including Employment Practices Liability.
- q) To allow the Foundation to use the College's name, logos, and marketing brand, as agreed by the College, during the term of this Memorandum of Understanding.
- r) To create and enforce College policies, where deemed necessary and appropriate, that support the Foundation's ability to respect the privacy and confidentiality of

donor records and which recognize the Foundation's authority and obligations to keep all records and data confidential consistent with the requirements of law.

2. Duties, Responsibilities, and Obligations of the Foundation

The Foundation agrees to do each of the following during the existence of this Memorandum of Understanding:

- a) To solicit, receive, hold and administer gifts of property, real or personal, financial or otherwise, to be used for and on behalf of Rock Valley College, its faculty, students, and staff, such gifts to be administered according to the terms specified by the donor as accepted by the Foundation and the College. In the event the donor does not specify the terms for which the gift shall be used, then the Foundation, in its discretion shall administer and use the gift for the benefit of the College.
- b) To reimburse the College for the salary and compensation package provided to the following employees: Chief Development Officer, Foundation Specialist, Director of Development, and Administrative Assistant. For purposes of this Memorandum of Understanding, the compensation package shall consist of the annual salary and the cost to the College of providing the group health insurance coverage provided to each employee.
- c) To permit the College's designated member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- d) To undertake the major responsibility for planning, implementation, and coordination of the private donor support for College facilities and implementation of the educational functions of the College, in consultation with the College President. In carrying out this responsibility, the Chief Development Officer shall on a regular basis provide consultation and planning assistance to the appropriate College personnel to coordinate on a continuing basis the development and services to be performed by the Foundation. This responsibility shall include, but not be limited to, the following service:
 - i) To coordinate all authorized campaigns involving constituencies of the College, in consultation with the College President.
 - ii) To carry out research and develop records relating to the prospective donors.
 - iii) To develop proposals for and contact individuals and organizations identified as prospective donors to the Foundation.
 - iv) To inform prospective donors of the education, research and service activities of the College.

- v) To plan, direct, and implement such other constituency campaigns and fund-raising programs as may be deemed necessary and desirable by the Foundation with the advice and concurrence of the College President.
- e) To keep the College President advised of any and all monies and other property available through the Foundation for use on behalf of the College in support of its educational, research and service goals and responsibilities.
- f) To consult on a regular basis with the College administration concerning services to be performed hereunder for the benefit of the College and to do any and all other things requested by the College President and agreed to by the Foundation in the furtherance of the educational, research and service goals and responsibilities of the College.
- g) To hold funds received on behalf of the College from whatever source in accordance with Illinois law and any Fund Transfer Agreement that may exist between the parties.
- h) To enter into a future mutually agreeable funding partnership with the College for possible Capital Campaigns.
- i) To contract with a computer support vendor to implement and maintain a donor database independent of the College.
- j) To cooperate with the annual financial audit of the Foundation, for which the Foundation will reimburse the College the annual expense of the Foundation audit.
- k) To implement initiatives and conduct activities that comprise an annual program of work, and to pay the expenses of such activities. The annual program of work is defined as all activities the Foundation engages in including all work and activities generated by the Foundation committees and staff. For example, all costs associated with implementing special events by the Special Events Committee, such as printing, mailing, supplies, food, etc., would be the financial responsibility of the Foundation. Likewise, all costs associated with the Governance Committee, such as legal fees, etc., would be the financial responsibility of the Foundation. The annual program of work includes activities of the committees of the Foundation Board of Directors.
- l) To provide input to the College President regarding a performance evaluation of the Chief Development Officer.

3. Term

This Memorandum of Understanding shall remain in effect until terminated by one or both of the parties. The Foundation or the College may terminate this Memorandum of

Understanding by giving written notice to the other of such termination and specifying the date thereof at least six (6) months before the effective date of such termination.

4. Miscellaneous

- a) The Foundation and College agree that nothing contained in this Memorandum of Understanding shall be deemed, construed or implied to create the relationship of employer or employee between the Foundation or any employees of the College.
- b) This Memorandum of Understanding and the obligations hereunder are not assignable in whole or in part by either party without the express written consent of the other party.
- c) It is mutually understood and agreed that no alteration or variation of the terms of this Memorandum of Understanding shall be valid unless made in writing and signed by the parties.
- d) The Foundation and the College shall each be responsible for their own acts and acts of their own employees and shall indemnify and defend each other for any negligent acts which cause damage to the other or others.
- e) This memorandum shall be jointly reviewed by both parties on a biennial basis. It is the parties' intention that the Foundation will initiate the review in December of each even-numbered year with the review process to be completed by the College and the Foundation by no later than February of the year immediately following.
- f) Through the biennial review process in Section 4(e), it is the parties' mutual intent that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #7894 dated January 25, 2022.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by and on behalf of the parties hereto on this ___ day of _____, 2022 and replaces any and all prior Memorandum of Understanding executed or otherwise implemented by the parties.

ROCK VALLEY COLLEGE FOUNDATION

ROCK VALLEY COLLEGE ILLINOIS
COMMUNITY COLLEGE DISTRICT
NO. 511

Robert Stenstrom, President
Rock Valley College Foundation

Board of Trustees
Rock Valley College

MEMORANDUM OF UNDERSTANDING
BETWEEN ROCK VALLEY COLLEGE,
ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511
AND
ROCK VALLEY COLLEGE FOUNDATION

The Rock Valley College Foundation (“Foundation”) solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College, Illinois Community College District No. 511 (“College”), and to support its educational mission. The Foundation has provided valuable support to the College and its students, and the College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. The Foundation and the College (together “the parties”) wish to continue this relationship and believe it is in their mutual best interest to memorialize the respective rights, responsibilities, and obligations of the College and the Foundation that constitute the basis of this relationship.

Therefore, for the mutual covenants and benefits set forth below, the parties agree as follows:

1. Duties, Responsibilities & Obligations of the College

The College agrees to do each of the following for the Foundation during the existence of this Memorandum of Understanding:

- a) To provide the services of a full-time College employee who shall function as the Chief Development Officer, and to whom the College President or his/her designee will provide supervision, guidance and support in conjunction with the Foundation.
- b) To provide the services of a full-time College employee who shall function as the Director of Development, supervised by the Chief Development Officer.
- c) To provide the services of a full-time College employee who will serve as the Foundation Specialist supervised by the Chief Development Officer.
- d) To provide the services of the equivalent of one full-time College employee who shall function as the Administrative Assistant of the Foundation supervised by the Chief Development Officer.
- e) To annually designate a member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- f) To provide additional employee assistance to account for the revenue and expenditures of the Foundation and each project/activity undertaken by it, and to

assist the Foundation with annual financial statement preparation and 990 completion.

- g) To provide office space for the employees named above.
- h) To provide IT support in the form of voice, video, data services, web development and/or web hosting services, including necessary hardware and software resources, installation and connectivity, maintenance and support, technical training, and IT-related benefits extended to College employees.
- i) To allow educational training for the Chief Development Officer and other College employees supporting the Foundation, as necessary, to keep their skills and knowledge current.
- j) To transfer to the Foundation, when received by the College, unrestricted and restricted gifts that are consistent with the purpose and mission of the College and the Foundation.
- k) To honor the terms, conditions, or limitations imposed by donor or legal determination on any gifts accepted from the Foundation. The College will notify the Foundation of its agreement to accept a gift, and will notify the Foundation if it cannot or will not accept a specific gift and the reasons for same.
- l) To help promote and further the mission and goals of the Foundation with the business community and the general public.
- m) To enter into a future mutually agreeable fund raising partnership with the Foundation for possible Capital Campaigns.
- n) To assist in arranging an annual financial audit of the Foundation by the College's audit firm.
- o) To meet at least annually with representatives of the Foundation Board to communicate the institutional priorities and long-term plans as approved by the College Trustees and cooperatively project future College needs (including capital needs) and funding programs and opportunities for immediate and long-range planning purposes.
- p) To provide for the Foundation, a comprehensive program of property, casualty, and liability insurance, including but not limited to the Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Crime, Errors and Omissions and Director's & Officers, including Employment Practices Liability.
- q) To allow the Foundation to use the College's name, logos, and marketing brand, as agreed by the College, during the term of this Memorandum of Understanding.

- r) To create and enforce College policies, where deemed necessary and appropriate, that support the Foundation's ability to respect the privacy and confidentiality of donor records, and which recognize the Foundation's authority and obligations to keep all records and data confidential consistent with the requirements of law.

2. Duties, Responsibilities, and Obligations of the Foundation

The Foundation agrees to do each of the following during the existence of this Memorandum of Understanding:

- a) To solicit, receive, hold and administer gifts of property, real or personal, financial or otherwise, to be used for and on behalf of Rock Valley College, its faculty, students and staff, such gifts to be administered according to the terms specified by the donor as accepted by the Foundation and the College. In the event the donor does not specify the terms for which the gift shall be used, then the Foundation in its discretion shall administer and use the gift for the benefit of the College.
- b) To reimburse the College for the salary and compensation package provided to the following employees: Chief Development Officer, Foundation Specialist, Director of Development, and Administrative Assistant. For purposes of this Memorandum of Understanding, the compensation package shall consist of the annual salary and the cost to the College of providing the group health insurance coverage provided to each employee.
- c) To permit the College's designated member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- d) To undertake the major responsibility for planning, implementation, and coordination of the private donor support for College facilities and implementation of the educational functions of the College, in consultation with the College President. In carrying out this responsibility, the Chief Development Officer shall on a regular basis provide consultation and planning assistance to the appropriate College personnel to coordinate on a continuing basis the development and services to be performed by the Foundation. This responsibility shall include, but not be limited to, the following service:
 - i) To coordinate all authorized campaigns involving constituencies of the College, in consultation with the College President.
 - ii) To carry out research and develop records relating to the prospective donors.
 - iii) To develop proposals for and contact individuals and organizations identified as prospective donors to the Foundation.
 - iv) To inform prospective donors of the education, research and service activities of the College.

- v) To plan, direct, and implement such other constituency campaigns and fund-raising programs as may be deemed necessary and desirable by the Foundation with the advice and concurrence of the College President.
- e) To keep the College President advised of any and all monies and other property available through the Foundation for use on behalf of the College in support of its educational, research and service goals and responsibilities.
- f) To consult on a regular basis with the College administration concerning services to be performed hereunder for the benefit of the College and to do any and all other things requested by the College President and agreed to by the Foundation in the furtherance of the educational, research and service goals and responsibilities of the College.
- g) To hold funds received on behalf of the College from whatever source in accordance with Illinois law and any Fund Transfer Agreement that may exist between the parties.
- h) To enter into a future mutually agreeable funding partnership with the College for possible Capital Campaigns.
- i) To contract with a computer support vendor to implement and maintain a donor database independent of the College.
- j) To cooperate with the annual financial audit of the Foundation, for which the Foundation will reimburse the College the annual expense of the Foundation audit.
- k) To implement initiatives and conduct activities that comprise an annual program of work, and to pay the expenses of such activities. The annual program of work is defined as all activities the Foundation engages in including all work and activities generated by the Foundation committees and staff. For example, all costs associated with implementing special events by the Special Events Committee, such as printing, mailing, supplies, food, etc., would be the financial responsibility of the Foundation. Likewise, all costs associated with the Governance Committee, such as legal fees, etc., would be the financial responsibility of the Foundation. The annual program of work includes activities of the committees of the Foundation Board of Directors.
- l) To provide input to the College President regarding a performance evaluation of the Chief Development Officer.

3. Term

This Memorandum of Understanding shall remain in effect until terminated by one or both of the parties. The Foundation or the College may terminate this Memorandum of

Understanding by giving written notice to the other of such termination and specifying the date thereof at least six (6) months before the effective date of such termination.

4. Miscellaneous

- a) The Foundation and College agree that nothing contained in this Memorandum of Understanding shall be deemed, construed or implied to create the relationship of employer or employee between the Foundation or any employees of the College.
- b) This Memorandum of Understanding and the obligations hereunder are not assignable in whole or in part by either party without the express written consent of the other party.
- c) It is mutually understood and agreed that no alteration or variation of the terms of this Memorandum of Understanding shall be valid unless made in writing and signed by the parties.
- d) The Foundation and the College shall each be responsible for their own acts and acts of their own employees and shall indemnify and defend each other for any negligent acts which cause damage to the other or others.
- e) This memorandum shall be jointly reviewed by both parties on ~~a biennial basis~~. It is the parties' intention that the Foundation will initiate the review in December of each even-numbered year with the review process to be completed by the College and the Foundation by no later than February of the year immediately following.
- f) Through the biennial review process in Section 4(e), it is the parties' mutual intent that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #7894 dated January 25, 2022.

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IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by and on behalf of the parties hereto on this day of , 2022 and replaces any and all prior Memorandum of Understanding executed or otherwise implemented by the parties.

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ROCK VALLEY COLLEGE FOUNDATION

ROCK VALLEY COLLEGE ILLINOIS
COMMUNITY COLLEGE DISTRICT
NO. 511

Robert Stenstrom, President
Rock Valley College Foundation

Board of Trustees
Rock Valley College

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**Fundraising Agreement Between the Rock Valley College Foundation
and Rock Valley College’s Athletic Department**

BACKGROUND: The Rock Valley College (RVC) Foundation met with Rock Valley College (RVC) Athletic Director Darin Monroe and RVC Booster Club President Duey Hoff regarding funding opportunities within Rock Valley College’s Athletic Department. The RVC Foundation believed that the RVC Athletic Department was an opportunity to increase College support through strategic and targeted efforts toward donor prospects.

The purpose of the agreement is to clearly outline the roles and responsibilities of each department playing an active role in the execution of the campaign.

This agreement shall remain in effect for the first four years of RVC’s transition to Division II of the National Junior College Athletic Association (NJCAA), which was effective July 27, 2022, and will be jointly reviewed by both parties during the academic year of 2024-2025.

A fee of 6.00% will be assessed to all individual and organizational donor dollars donated to the RVC Athletic Department as part of the Foundation’s Administration Fee Policy.

All fees shall be applied to the unrestricted funds line item of the RVC Foundation budget in support of the ongoing expenses of the RVC Foundation.

RECOMMENDATION: It is recommended that the Board of Trustees approve the aforementioned fundraising agreement between the Rock Valley College Foundation and Rock Valley College’s Athletic Department. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Rock Valley College Foundation and RVC Athletic Department Fundraising Agreement

Rock Valley College Foundation and RVC Athletic Department Fundraising Agreement

Background: During Fiscal Year 2022, it was agreed upon by the Rock Valley College Foundation (“Foundation”) and its Board of Directors, Rock Valley College (“College” or “RVC”), President Dr. Howard Spearman, College Athletic Director-Darin Monroe, and RVC Booster Club President-Duey Hoff, that the Foundation would partner with the College’s athletic department to help streamline and steward athletic-focused donations. The Foundation will also assist the College in fundraising efforts to identify, solicit, and steward athletic scholarship dollars in support of the College’s transition for Division II (which became effective on July 27, 2022).

Commented [MG1]: Let's discuss this.

In support of these new fundraising activities and donor stewardship efforts, a portion of the Foundation’s *Director of Development and Alumni Relations* responsibilities will be directed to supporting the College and athletic department leadership (on its own behalf and on behalf of the Booster Club) on an annual basis until otherwise agreed upon by the aforementioned parties. (The athletic department and Booster Club may be jointly referred to from time-to-time as “the program”).

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Duties: The RVC Foundation will:

- Assign one primary contact responsible for the program's fundraising activities
- Outline annual and ongoing fundraising plans
- Work with Athletic Director, RVC coaching staff, RVC Athletic Booster Club (“Booster Club”) leadership, RVC Foundation Board, and the College President, when applicable, to identify potential donors and community partners
- Develop annual sponsorship opportunities and work to solicit top-level sponsorships
- Explore and identify applicable grant opportunities
- Explore and obtain necessary approvals for athletic naming opportunities from the RVC Board of Trustees
- Process and manage all individual and corporate gifts designated for the RVC athletic department.
 - This excludes all athletic event ticket sales which will continue to be processed by athletic department staff and deposited into College operational accounts. Event ticket sales will not be received through the Foundation as they are not a tax-deductible gift.
- Provide appropriate stewardship and gift acknowledgement for all individual and corporate gifts designated for the RVC athletic department.
 - Ensure all applicable gift receipts include accurate goods and services statements as required by applicable law.
- Provide athletic department consistent notification on new Booster Club memberships received through Foundation.
- Process fund transfers through the College’s finance dept on a regular basis to journal necessary funds from the Foundation 31 accounts to the athletic department’s College-held accounts.
 - Current fund transfer processes for the Foundation take place quarterly in conjunction with RVC Foundation Finance Committee meetings in March, May, September, and December.

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The Athletic Director, athletic department staff, and Booster Club leadership will:

- Provide supporting data and information required for the creation of fundraising materials and grant applications on an ongoing basis.
- Assist in the identification of potential donors and community partners with an affinity for athletics.
- Communicate regularly with Foundation staff on potential fundraising asks being made by athletic staff to ensure cohesive efforts and to avoid donor fatigue.
- Provide quarterly reports in March, May, September, and December on donations made directly to the Booster Club and athletic department.
- Oversee and execute all stewardship deliverables regarding athletic sponsors and athletic-specific events: create event signage to recognize sponsors, include appropriate sponsors in all home game PA announcements, social media posts on athletic platforms, and the inclusion of sponsor remarks in event presentations.
 - When the Foundation has secured a top-level sponsor, the Athletic department agrees to send a proof to the Foundation of all event signage related to sponsorships to ensure accuracy before submitting for print.
- Work to identify and report to the RVC Foundation names and contact information, when available, for RVC athletic alumni. Alumni status does not require a degree or certificate, but will be looked at as having played and studied at RVC.
- Assist in the securing of prospect meetings when a relationship exists between the Athletic Director or coach and the prospect/donor.
- Attend donor visits when necessary or critical to the cultivation and solicitation process.
- Take responsibility for and execute all Booster Club membership deliverables and actions per specific membership level. All deliverables should be handed out or mailed to the applicable Booster Club member within one week of receiving notification from the Foundation. This requires priority action and attention to ensure donor satisfaction and retention.
 - If sports schedules don't allow for a one-week turnaround at any given time, the athletic staff will notify the Foundation so they may assist with deliverables during that necessary timeframe.
- Attend RVC Foundation events when applicable to athletic fundraising efforts.

Admin. Fee: A fee of 6.00%, will be assessed to all individual and organizational donor dollars donated to the RVC Athletic Department as part of the Foundation's Administration Fee Policy. Further, assuming that the College's funding commitment to the Foundation (as it existed as of the effective date of this fundraising agreement) remains unchanged by the College, this fee will not be assessed on Booster Club membership gifts of this partnership¹.

Commented [MG2]: Since this clause affects the College's Athletic Department's revenue (via donations), I think we need to at least let the Board know about this agreement and see if they want to bring it for Board approval.

All Fees shall be applied to the unrestricted funds line item of the Foundation budget in support of the ongoing expenses of the RVC Foundation.

Term: This fundraising agreement shall remain in effect for the first four (4) years of RVC's transition to Division II (commencing with the date specified in the opening paragraph of this fundraising agreement) and will be jointly reviewed by both parties during the academic year of 2024-2025.

The Foundation or the College/Athletic Department may also terminate this fundraising agreement upon either of the following: (a) upon breach of the obligations under this fundraising agreement by the Foundation or by the College/Athletic Department upon the provision of at least ten (10)

¹ If the funding commitment is changed, the RVC Foundation may assess a fee against those membership gifts as specified in the Foundation's Administration Fee Policy.

days' advance written notice by the non-breaching party to the breaching party and the breaching party's failure to cure the breach by the close of that notice period (in which event the fundraising agreement will be terminated upon the conclusion of that notice period); and/or (b) by giving written notice to the other party of such termination and specifying the date of such termination (which shall be not less than thirty (30) days from the date of such notice), in which event the termination shall become effective on the date specified in the notice.

Approval:

Brittany Freiberg, Chief Development Officer, RVC Foundation Date Signed

Darin Monroe, Head Athletic Director, RVC Date Signed

President/Vice President, RVC Foundation Date Signed

President/Chair, RVC Athletic Booster Club Date Signed

Board Chair, RVC Board of Trustees Date Signed

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December 13, 2022

**Board Policy 3:10.030
Access to Personnel Files**

BACKGROUND: Board Policy 3:10.030 currently states that an employee may examine items in his or her personnel file with a 24-hour written notice to the Vice President of Human Resources or designee.

The Illinois Personnel Records Review Act states that an employer shall provide an employee with an inspection opportunity within seven working days after the employee makes the request, or if the employer can reasonably show that such deadline cannot be met, the employer shall have an additional seven days to comply. 820 ILCS 40/2.

RECOMMENDATION: **In accordance with Board Policy 1:10.070 (Board Policies), Section 3 Suspension, it is recommended that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, and waive the requirement of two readings of this board policy revision.**

It is recommended that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. **Attorney Reviewed**

Howard J. Spearman, Ed.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Board Policy 3:10.030

ACCESS TO PERSONNEL FILES

Rock Valley College maintains a personnel file for each employee. The personnel file contains documentation including the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, disciplinary actions, and other employment records. All personnel files are maintained, disseminated, and inspected in accordance with the rules and regulations identified in the Illinois Personnel Records Review Act, 820 ILCS 40 et seq., the Illinois Record Act, 5 ILCS 203 et seq., and other applicable state and federal laws. Records from other colleges and university credits made available to the College will remain the confidential property of the College. All materials maintained in an employee's personnel file shall be available for perusal. Each employee's complete personnel file is accessible on a need-to-know basis through the Office of Human Resources. This Policy will be administered consistent with the College's collective bargaining agreement obligations, where applicable. Further, the College shall adopt administrative procedures to implement this Policy.

[Insert link to administrative procedures]

Reference: BR #6478
Implemented: November 27, 2007
Revised: April 8, 2014;

ACCESS TO PERSONNEL FILES

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[Insert link to administrative procedures]

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Reference: BR #6478
Implemented: November 27, 2007
Revised: April 8, 2014

Deleted: Janaury 24, 2023

**Board Policy 3:30.150
Bereavement Leave**

BACKGROUND: Rock Valley College has an existing Board Policy 3:30.150 for Bereavement Leave in accordance with the Child Bereavement Leave Act (820 ILCS 154/1 *et seq.*).

On June 9, 2022, the Governor of Illinois signed into law Public Act 102-1050 (SB3120), which amends the Child Bereavement Act, effective January 1, 2023. The newly signed law changes the Act's title to "Family Bereavement Leave Act" and expands the requirement to provide leave to additionally include the event of a miscarriage, an unsuccessful round of intrauterine insemination, or an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. The applicable healthcare provider or adoption or surrogacy organizations will be required to complete a form created by the Illinois Department of Labor, certifying that one of the preceding events has occurred.

RECOMMENDATION: **In accordance with Board Policy 1:10.070 (Board Policies), Section 3 Suspension, it is recommended that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, and waive the requirement of two readings of this board policy revision.**

It is recommended that the Board of Trustees approves the revision of Board Policy 3:30.150 Bereavement Leave to comply with the Family Bereavement Leave Act effective January 1, 2023. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Revised Board Policy 3:30.150 Bereavement Leave

BEREAVEMENT LEAVE

The Board of Trustees of Rock Valley College recognizes that employees may require time following the death of a covered family member to grieve such loss and make arrangements for and/or attend funerals or other similar services. Accordingly, all eligible employees (as defined under the FMLA) are eligible for bereavement leave under this Policy.

In accordance with the Illinois Family Bereavement Leave Act (“the Act”), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave, in which three (3) of those workdays will be paid, in the event of:

1. the death of an employee’s covered family member. For purposes of this Policy, the term “covered family member” shall include the employee's spouse, domestic partner, an individual living in the employee’s household at the time of death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. For these reasons, the Illinois Department of Labor has developed a form to be filled out by the applicable healthcare practitioner or adoption or surrogacy organization, certifying such an event has occurred. An employer may not require that the employee identify which type of event occurred, necessitating the basis for leave.

The College shall adopt administrative procedures to implement this Policy. The College reserves the right to require employees to provide evidence documenting the need for such leave. Where applicable, this Policy will be administered with the College’s collective bargaining obligations.

[[Insert link to administrative procedures](#)]

Reference: BR #7395; BR #7898
Implemented: March 28, 2017
Revised: January 25, 2022;

BEREAVEMENT LEAVE

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In accordance with the Illinois Family Bereavement Leave Act ("the Act"), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave, in which three (3) of those workdays will be paid, in the event of:

1. the death of an employee's covered family member. For purposes of this Policy, the term "covered family member" shall include the employee's spouse, domestic partner, an individual living in the employee's household at the time of their death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. For these reasons, the Illinois Department of Labor has developed a form to be filled out by the applicable healthcare practitioner or adoption or surrogacy organization, certifying such an event has occurred. An employer may not require that the employee identify which type of event occurred, necessitating the basis for leave.

The College shall adopt administrative procedures to implement this Policy. The College reserves the right to require employees to provide evidence documenting the need for such leave. Where applicable, this Policy will be administered with the College's collective bargaining obligations.

[Insert link to administrative procedures]

Reference: BR #7395; BR #7898
Implemented: March 28, 2017
Revised: January 25, 2022; TBD

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Deleted: In addition to the leave described above, eligible employees shall be entitled to additional bereavement leave in accordance with the Child Bereavement Leave Act (the "Act"), 820 ILCS 154/1 *et seq.* Any paid leave provided in accordance with this policy shall be provided concurrently with the use of leave under the Act

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December 13, 2022

**Communicable Diseases, Students
Repeal of Board Policy 4:10.180
First Reading**

BACKGROUND:

On August 25, 2009, the Rock Valley College Board of Trustees approved and enacted Board Policy 2:20.080, “Communicable Diseases,” which applies to College staff, students, and the community. Policy 2:20.080 was subsequently revised on April 8, 2014. Administrative Procedures for Policy 2:20.080 were implemented on March 12, 2020, and revised on September 1, 2021.

On April 8, 2014, the Board adopted Policy 4:10.180, “Communicable Diseases, Students,” which only applies to College students. Board Policy 4:10.180 was never revised and had no Administrative Procedures. Board Policy 4:10.180 should be repealed because Board Policy 2:20.080 already addresses communicable diseases concerning students, thus making Policy 4:10.180 redundant as to the subject matter. Further, Policy 4:10.180 is outdated and inconsistent with Policy 2:20.080 and its updated Administrative Procedures.

RECOMMENDATION:

It is recommended that the Board of Trustees repeal Board Policy 4:10.180, pursuant to Board Policy 1:10.080, through a unanimous vote of all voting Board members. **Attorney Reviewed.**

Howard J. Spearman, Ed.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Board Policy 4:10.180 Communicable Diseases, Students
Board Policy 2:20.080 Communicable Diseases

TO BE REPEALED

ROCK VALLEY COLLEGE
BOARD POLICY

4:10.180

COMMUNICABLE DISEASES, STUDENTS

The College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College does not intend to exclude students with a communicable disease if there is no significant risk of transmission.

A student who has a chronic, communicable disease is to inform the Vice President of Student Development of said status. A student with a chronic, communicable disease may attend the College and participate in programs and activities when, through reasonable accommodation, there is no significant risk of transmission of the disease to others. A student with a chronic, communicable disease may be denied admission to or may be dismissed from a particular program or course of study if the disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

The College will respect the right to privacy of any student who has a chronic, communicable disease. The student's medical condition will be disclosed only to the extent necessary to minimize health risks to the student and others. The College will notify only the personnel necessary to assure the student is properly cared for and to detect situations in which the potential for transmission of the disease may increase.

For purposes of this Policy, communicable diseases are those defined by the Centers for Disease Control and the Illinois Department of Public Health. Specific procedures detailing systematic approaches to prevent and control the risks associated with communicable diseases and governing this Policy will be published by the College.

Adopted: April 8, 2014

COMMUNICABLE DISEASES

Rock Valley College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases, as defined by the Illinois Department of Public Health in the Illinois Control of Communicable Diseases Code, 77 Ill. Admin. Code 690.

The College shall develop consistent procedures for student and employee absence due to a communicable disease as described under Section 690.200 of the Illinois Control of Communicable Diseases Code including the protocol by which the College informs the Winnebago County Health Department of such communicable disease.

[Link to Administrative Procedure for this Policy](#)

Reference: Board Report 6642
Implemented: August 25, 2009
Revised: April 8, 2014

ROCK VALLEY COLLEGE 2022 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
November					
11/01/22	Rocky Horror Show - BST Stage, 12am	x	x		x
11/01/22	First Tuesday Lecture - SC Atrium, 12pm	x			x
11/01/22	Women's Basketball Game - PEC Gym, 5:30pm	x	x	x	x
11/01/22	Men's Basketball Game - PEC Gym, 7:30pm	x	x	x	x
11/02/22	2022 ATC Career Fair - ATC Flex Area, 2pm	x	x		x
11/03/22	ATC Industry Partners Meeting - ATC 1300, 11am	x			x
11/03/22	HCCTP Graduation Ceremony - ERC PAR, 2pm	x	x		x
11/03/22	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
11/03 - 11/05	Rocky Horror Show - BST Stage, 8pm	x	x		x
11/04/22	RVC Business Advisory Board Meeting - SC Atrium, 8am	x	x		x
11/05/22	Women's Basketball Game - PEC Gym, 1pm	x	x	x	x
11/07/22	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
11/09/22	Wellness Wednesday - SC Atrium, 12pm	x	x		x
11/11/22	Veterans Day Celebration - SC Atrium, 10am	x	x		x
11/15/22	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
11/15/22	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
11/18/22	International Student Showcase - SCCE Commons, 6pm	x	x		x
11/22/22	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
11/22/22	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
11/29/22	Mental Health Table Talk w/Lantern Therapy - SC Atrium, 11am	x	x		x
11/29/22	RVC DEI Champions Celebration - SC Atrium, 2pm	x	x		
December					
12/01/22	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
12/01/22	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
12/03/22	Women's Basketball Game - PEC Gym, 1pm	x	x	x	x
12/03/22	Men's Basketball Game - PEC Gym, 3pm	x	x	x	x
12/08/22	Wellness Wednesday - SC Atrium, 12pm	x	x		x
12/11/22	Men's Basketball Game - PEC Gym, 1pm	x	x	x	x
12/15/22	WEI Commencement Ceremony - SC Atrium, 2pm	x	x		x
12/15/22	Graphic Design & CEANCI Design Competition - SC Atrium, 5pm	x	x		x
12/16/22	Women's Basketball Game - PEC Gym, 6pm	x	x	x	x
January					
01/04/23	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
01/04/23	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
01/07/23	Rumble in the Rock - PEC Gym, Tentative	x	x	x	x
01/07/23	Women's Basketball Game - PEC Gym, 1:45pm	x	x	x	x
01/07/23	Men's Basketball Game - PEC Gym, 3:45pm	x	x	x	x
01/11/23	New Student Welcome Event - SC Atrium, 11am	x	x		x
1/13 - 01/14	RVC MLK Women's Basketball Classic - PEC Gym, 4:30pm	x	x	x	x
01/14/23	Men's Basketball Game - PEC Gym, 1pm	x	x	x	x
01/14/23	Men's Basketball Game - PEC Gym, 3:15pm	x	x	x	x
01/18/23	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
01/18/23	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x
01/20/23	Women's Basketball Game - PEC Gym, 5:30pm	x	x	x	x
01/24/23	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
01/24/23	Men's Basketball Game - PEC Gym, 7pm	x	x	x	x